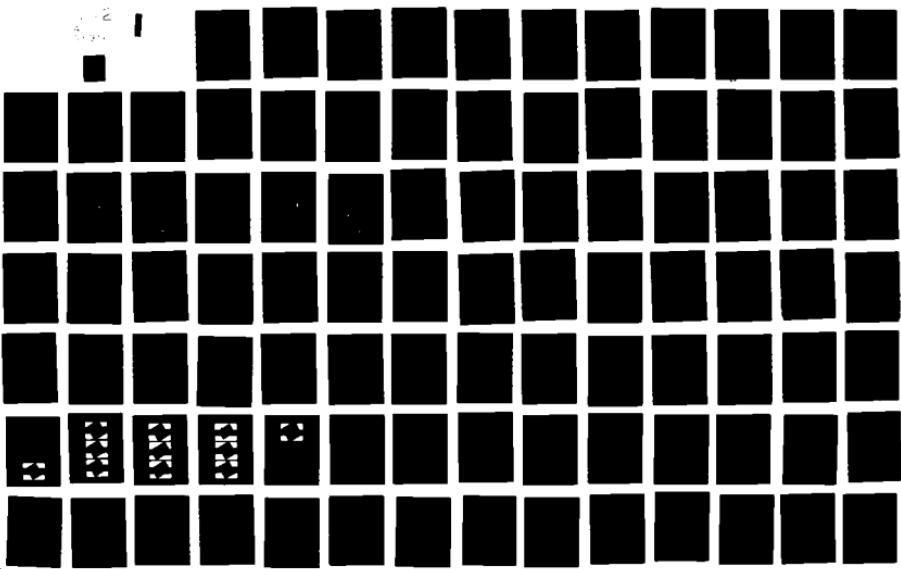
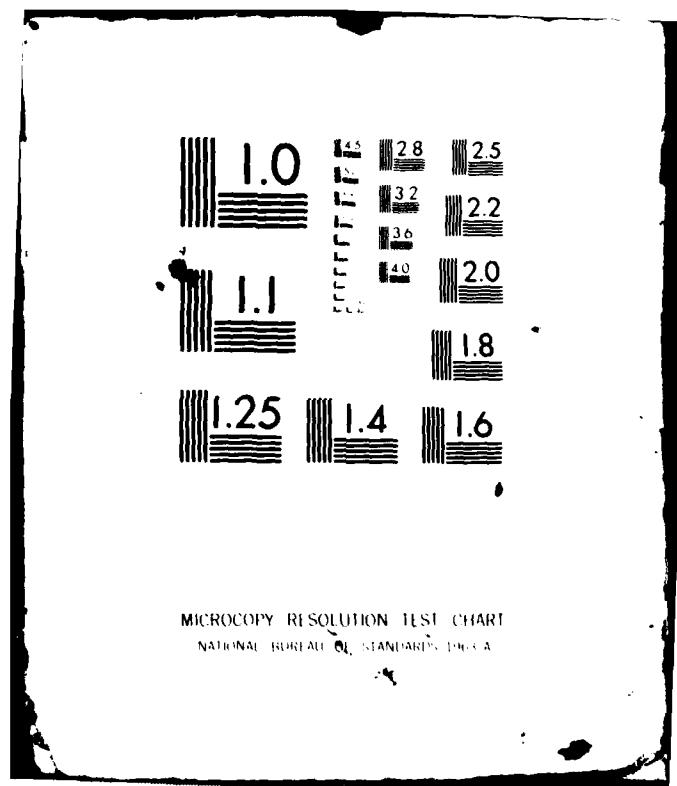


AD-A099 716 DAVID W TAYLOR NAVAL SHIP RESEARCH AND DEVELOPMENT CE--ETC F/G 5/2
NAVY LIBRARIES' INFORMATION STORAGE AND RETRIEVAL SYSTEM. PROCE--ETC(U)
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| REPORT DOCUMENTATION PAGE | | READ INSTRUCTIONS BEFORE COMPLETING FORM |
|---|-----------------------|---|
| 1. REPORT NUMBER | 2. GOVT ACCESSION NO. | 3. RECIPIENT'S CATALOG NUMBER |
| 4. TITLE (and Subtitle) NAVY LIBRARIES' INFORMATION STORAGE AND RE- TRIEVAL SYSTEM. PROCEEDINGS OF THE 38TH CONSALT WORKSHOP AND MEETING (38th) | | 5. TYPE OF REPORT & PERIOD COVERED |
| 7. AUTHOR(s) Michael Dankewych, Editor | 23-201 APR 1980 | 6. PERFORMING ORG. REPORT NUMBER |
| 9. PERFORMING ORGANIZATION NAME AND ADDRESS David W. Taylor Naval Ship Research and Development Center Bethesda, Maryland 20084 | | 10. PROGRAM ELEMENT, PROJECT, TASK AREA & WORK UNIT NUMBERS (12) 1941 |
| 11. CONTROLLING OFFICE NAME AND ADDRESS | | 12. REPORT DATE April 1981 |
| 14. MONITORING AGENCY NAME & ADDRESS (if different from Controlling Office) | | 13. NUMBER OF PAGES 105 |
| 15. SECURITY CLASS. (of this report) UNCLASSIFIED | | |
| 15a. DECLASSIFICATION/DOWNGRADING SCHEDULE | | |
| 16. DISTRIBUTION STATEMENT (of this Report) APPROVED FOR PUBLIC RELEASE: DISTRIBUTION UNLIMITED | | |
| 17. DISTRIBUTION STATEMENT (of the abstract entered in Block 20, if different from Report) | | |
| 18. SUPPLEMENTARY NOTES | | |
| 19. KEY WORDS (Continue on reverse side if necessary and identify by block number) Library information storage and retrieval systems Library automation, Library information networks | | |
| 20. ABSTRACT (Continue on reverse side if necessary and identify by block number) | | |

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FOREWORD

"Navy Libraries' Information Storage and Retrieval System" was the theme of the 38th Annual Workshop of the Council of Navy Scientific and Technical Libraries (CONSATL).

The Automated Library System that was presented and demonstrated to the Council was designed and developed at the David W. Taylor Naval Ship Research and Development Center Library. This system automates several library functions: cataloging, reference, circulation, interlibrary loan, and shelf list control. The output includes: union catalog on computer-output-microfiche (COM) of the Annapolis and Carderock total library holdings; current awareness services; an accessions bulletin; bibliographies resulting from literature searches; a list of secret inventory; a Center report bibliography; overdue notices; a listing of borrower's holdings; yearly reminder notices of departmental loan holdings; and corporate source and subject headings thesauri.

Now, this automated system provides the Library with a new kind of technical power that would be too costly or difficult, if not impossible, to provide in a manual system. The COM catalog provides far more access points to a particular item than it was possible to provide conveniently and economically in a card catalog. The online information retrieval system easily handles highly complex search strategies, involving large numbers of terms in complex logical relationships, and is capable of providing a very rapid response to a critical request, that were virtually impossible to deal with manually. The system also facilitates the rapid handling of transactions and allows up-to-date file maintenance. The online circulation system speeds the process of charging books or reports in and discharging them and indicates almost immediately the location of a particular book or report.

During the design and development stage of the system, the ad hoc committee "Navy Libraries Online Network" of the CONSATL requested that the system also be designed to serve as a prototype of a bibliographic database for the Navy Research and Development Centers. It was the opinion of the Committee that ONE bibliographic information storage and retrieval system of the Navy R and D Centers will keep the scientific and technical staff abreast of the research and literature in their fields and will respond quickly and efficiently to their information needs.

We invite requests from other Navy R and D Centers concerning the use of our database for both queries and shared cataloging.


Michael Dankewych

Head, Library Division
Technical & Administrative
Services Department

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PROGRAM

NAVY LIBRARIES INFORMATION STORAGE AND RETRIEVAL SYSTEM

WEDNESDAY, 23 APRIL 1980

8:00 – 9:00 **Registration and Coffee, Bldg. 2, Lobby Conference Room 128**

9:00 – 9:30 **Introduction and Welcome**
 Captain M. V. Ricketts, USN, Commander
 Miss C. L. Bias, Head, Technical and Administrative Services Department
 Mrs. Myrthe Rhodes, CONSATL, Chairperson

9:00 – 10:00 **User Needs for Library Automation**
 Michael Dankewych

10:00 – 10:15 **Coffee**

10:15 – 10:45 **Information Systems Analysis: System Overview and Requirements Study**
 Sherry Martin, Computer System Analyst

10:45 – 11:45 **BASIS – Battelle's Data Management System**
 Kenneth F. Szczesny

11:45 – 13:15 **Luncheon (Dutch Treat)**

13:15 – 14:15 **Information Systems Analysis: Design and Development**
 Sherry Martin

14:15 – 14:30 **Coffee**

14:30 – 15:30 **Database Input:**
 Descriptive Cataloging
 Subject Cataloging
 Editing, etc.
 Norma L. Dobay, Head, Cataloging Unit

THURSDAY, 24 APRIL 1980

9:00 – 9:20 **Circulation System**
 Alvetta D. Smythe, Annapolis Library
 Margaret A. Bowman, Librarian

9:20 – 10:00 **Reports-System Byproduct:**
 BASIS Report Generating/Library Reports Mgt.
 Sherry Martin

10:00 – 10:15 **Coffee**

10:15 – 11:30 **Information Retrieval Features:**
 Bibliographies, SDI, Free Text Search, etc.
 JoAnne Lappin, Head, Reference Unit

11:30 - 12:00 **Group Photography**

12:00 - 13:30 **Lunch - Speaker Stan Kalkus, Head, Navy Dept. Library - Report on Navy Libraries Union List of Periodicals**

13:30 - 15:30 **Contracting out - S. Earl Lafon, Naval Weapons Center**

FRIDAY, 25 APRIL 1980 - CONSATL Business Meeting and Committee Reports

8:00 - **Myrtle Rhodes, Presiding - Reports of Standing Committees:**
 ADP and Advanced Processes Peter Imhof
 History and Archives John Cummings
 Long Range Planning P. Robinson, S. E. Lafon
 Membership Frances Rugen

10:00 - 10:15 **Coffee**

10:15 **Microforms C. Jacobson, L. Savage**
 Procurement G. Coble
 Liaison to Federal Library Committee Stan Kalkus
 Training Bonnie Davis, Kathy Wright
 Statistics Joan Ingersol, David Hanna

12:00 - 13:00 **Lunch**

13:00 - 14:15 **Continuation of Business Meeting and Committee Reports**

14:15 **Adjournment**

WORKSHOP SESSIONS

USER NEEDS FOR LIBRARY AUTOMATION

by

Michael Dankewych

In June 1979, the David W. Taylor Naval Ship Research and Development Center Library System became automated. The new Library Information Storage and Retrieval System called TITLES (Taylor Information Tie-Line for Engineers and Scientists) is the result of several years of study, analysis, and development. This system automates several library functions: cataloging, reference, circulation, interlibrary loan, shelf list control, and selective dissemination of information (SDI). The output includes: computer-output-microfiche (COM), combined for Annapolis and Carderock libraries; overdue notices; bibliographies; a new accessions bulletin; list of secret inventory; and a Center reports bibliography. As of today, the DTNSRDC Library database consists of 9,125 cataloging records and 2,700 circulation records.

This paper deals with the two major steps in problem analysis: (1) an examination of existing literature dealing with user needs for study, and (2) a study of the library user; both of which were adopted to user needs for library automation.

STEP 1: EXAMINATION OF EXISTING LITERATURE

In examining the existing literature that deal with user studies of scientific and technical user populations, several general characteristics emerge. The scientific and technical user wants immediate responses to his information needs and is willing to put forth only minimal effort to obtain them. As a first source, he seeks out the closest, most convenient source available. This first source may be colleagues, old college texts, or departmental or personal files. Only after these sources have been exhausted does he resort to more formal sources of information.

The various studies stress the importance of the availability factor. The Department of Defense (DoD) study, phase I, shows that in only 5 percent of the cases, a library or information service was selected as a first choice in seeking a solution to an information problem. It was the informal information network that was explored first. In 39 percent of the cases, this first source was sufficient.

The user's preference for the informal over the formal source appears to be dependent on the following:

1. The time pressure involved in finding needed information
2. The type of information required

3. The user's knowledge of the various formal information channels
4. The user's opinion of the quality of service provided by the formal information source(s)

In the science and engineering fields, the time in which to solve an information problem is often very short. Given this condition, it is only reasonable that the scientific and technical user would first consult his informal sources when a potential answer is only a file or phone call away.

In addition to the time factor, the user's selection of an information source depends on the type of information he needs. An answer to a specific question can very often be found by consulting a personal file, a textbook, or a colleague, but newer, more general knowledge is best acquired through the formal information service.

In selecting an information source, the formal sources are very often ignored because the user is unaware of their existence, or, because he simply is not informed about the services such a source could offer him. The DoD study, phase I, showed that DoD information services, such as the Defense Technical Information Center (DTIC), formerly DDC, or one of the other of 33 DOD specialized information analysis centers, were used by only 50 percent of all users due to this lack of awareness.

Still another reason for the user's preference for the informal information network over the formal information network, is his low opinion of the services offered by information services. The users had two major criticisms of formal information sources. They felt that information services and libraries supplied them with too much and often irrelevant information. Also, they had neither the time nor the inclination to wade through volumes of paper.

STEP 2: LIBRARY USER STUDY

In order to know our user better, our library staff prepared questionnaires for the DTNSRDC Library User Study. Of the questionnaire results, 85 responses were from interviews, while 116 were individual responses, bringing a total of 201 responses. These are listed in Table 1.

COMMENTS ON SPECIFIC QUESTIONS

INFORMATION GATHERING PRACTICES OF THE DTNSRDC LIBRARY USER

1. How often do you use the library?

Those who gave a seldom or never response to this question indicated that their infrequent use of the library was due to:

Table 1 – The Combined Responses

Interviews and Individual Responses are as Follow:

Information gathering practices of the DTNSRDC Library user

| 1. How often do you use the Library? | (Percent) |
|--|-----------|
| 89 occasionally | 44 |
| 81 frequently | 40 |
| 27 seldom | 13 |
| 2 never | 1 |
| 2 no response | 2 |
| 2. What are your main reasons for using the Library? | |
| 143 to obtain copies of known references | 71 |
| 112 literature search | 58 |
| 92 to obtain an answer to a specific question | 46 |
| 27 to work in a quiet place | 13 |
| 25 to keep current especially by reading periodicals | 12 |
| 3. Do you prefer to do your own searching or to have a staff member do your searching for you? | |
| 98 own | 49 |
| 78 staff | 39 |
| 25 mixture | 12 |
| 4. How do you usually search for information? | (Percent) |
| 153 subject | 76 |
| 67 title | 33 |
| 60 author | 30 |
| 29 corporate source | 14 |
| 12 all | 6 |
| 3 series numbers | 1 |
| 1 model numbers or ship types | 0.5 |
| 1 contract numbers | 0.5 |
| 5. What are the formats of information that you find most useful in your work? | |
| 145 technical reports | 73 |
| 138 reprints and journals | 69 |
| 121 textbooks | 60 |
| 118 reviews and state of the art papers and reports | 59 |
| 84 handbooks and manuals | 42 |
| 76 conference proceedings | 38 |
| 49 standards and specifications | 24 |
| 47 other books | 23 |
| 20 theses | 10 |
| 17 photos, films, maps and other graphics | 8 |
| 14 management reports | 7 |
| 2 requirements documents | 1 |
| 1 SES documents | 0.5 |
| 1 submarine blueprints and ship plans | 0.5 |
| 1 encyclopedias | 0.5 |

Table 1 (Continued)
(Percent)

User knowledge and use of Library services

| | | |
|--|----|--|
| 1. Card catalog | | |
| a. Use of: | | |
| 178 use | 89 | |
| 22 do not use | 11 | |
| b. Satisfaction with: | | |
| 117 satisfied | 58 | |
| 52 not satisfied | 26 | |
| 22 sometimes | 11 | |
| 10 no response | 5 | |
| 2. Dialog and DDC literature searches | | |
| a. Knowledge of: | | |
| 55 knew about both | 65 | |
| 16 knew about neither | 19 | |
| 6 knew about DTIC | 7 | |
| 2 knew about Dialog | 2 | |
| 6 no response | 7 | |
| b. Use of: | | |
| 32 had search done on one or both systems (51% of those who knew about the service), | | |
| 20 were satisfied (63% of those who had a search done) | | |
| 37% were unsatisfied with the results | | |

Receptiveness to New System Proposals

| | | |
|---|------|--|
| 1. Skills index | | |
| 137 favor | 69 | |
| 40 not in favor | 20 | |
| *19 no comment | 9 | |
| 5 qualified yes (forsee problems) | 2 | |
| 2. Union COM catalog | | |
| 91 favor | 46.5 | |
| 57 do not favor | 28 | |
| 51 no comment | 25 | |
| 1 wants both types of catalog | 0.5 | |
| 3. SDI's | | |
| 98 favor | 49 | |
| 82 no comment | 41 | |
| 21 do not favor | 10 | |
| 4. Control of overdues and departmental loan materials | | |
| 93 no comment | 46 | |
| 76 favor | 39 | |
| 21 do not favor | 10 | |
| 11 do not want control of departmentals | 5 | |

*No comment responses are not necessarily indicative of lack of interest. In most cases new system features were explained without indication to users that a response was expected.

Table 1 (Continued)

(Percent)

What Services would you not want to see Eliminated?

| | | |
|----|------------------------------------|----|
| 22 | periodicals | 11 |
| 13 | literature searches | 6 |
| 13 | accessions bulletin | 5 |
| 7 | xerox machine | 3 |
| 7 | reading room | 3 |
| 7 | table of contents routing | 3 |
| 6 | ready reference help | 3 |
| 6 | ILL | 3 |
| 3 | Aero librarian and aero library | 1 |
| 3 | library staff xeroxing of articles | 1 |
| 2 | long term loans | 1 |
| 2 | stacks | 1 |
| 2 | SDI's | 1 |

Most answered nothing or no comment.

- (1) lack of time, (2) lack of opportunity (have been at the Center only a short time),
- (3) have had no need for library services because of the nature of their work.

2. What are your main reasons for using the library?

The most frequently cited reason for using the library was to obtain a copy of a known reference.

The performance of a literature search was the second most frequently mentioned reason for using the library. Literature searches of the library's holdings done manually are time consuming, hit or miss propositions.

3. Do you prefer to do your own searching or to have a staff member do your searching for you?

The majority of our users stated that they preferred to do their own searching since they were in the best position to immediately ascertain the relevance of material found in the search. This lends support to the library's proposal that each technical building eventually acquire terminals to enable and encourage the scientists and engineers to perform their own searches of the library collection.

Those who preferred a staff search felt that they did not have enough time to perform their own searches. Search time should be greatly reduced with the introduction of the automated system once the user became acquainted with the equipment and search technique.

Users who indicated a mixed preference said that in cases where a short search was involved, i.e., for a specific reference they would do the search themselves. If a more lengthy search was required, i.e., a literature search, they would want the help of the library staff. Once again the time factor is stressed as the deciding factor in who does a search. In spite of the fact that the search time should be greatly reduced in the automated system, there will still be many users who feel that they cannot afford any time at all for searching and many others who do not feel comfortable with the terminal and do not want to learn to use it.

4. How do you usually search for information?

The great majority of our users search for information by subject, but most indicated that they used at least two search fields. This was no surprise, but it underlines the importance of our thesaurus development with special attention to DTNSRDC subject areas. It also supports the library's contention that free-text search, stem search, and on-line index display capabilities will be invaluable assets in our automated system.

5. What are the formats of information that you find most helpful in your work?

Nearly all users indicated the need for three and more different formats of information in their work.

USER KNOWLEDGE AND USE OF LIBRARY SERVICES

1. Card Catalog

Of those who were dissatisfied with the card catalog, several mentioned that it seemed incomplete and that it appeared to contain much more old material than new. A few found fault with the indexing. They felt that the subjects were too broad, that sometimes they found more than one subject heading with the same meaning, and that there was a need for more cross referencing.

2. DIALOG and DTIC Literature Searches

Thirty seven percent of those who had requested and received results of a literature search on DIALOG or DTIC were dissatisfied with the results. The main reason for dissatisfaction was the large amount of irrelevant material in the search results. The scientists and engineers said that they do not have enough time to wade through volumes of information simply to choose pertinent references to read. Whether this is a function of the cataloger or the searcher is not clear. Obviously, both play a crucial role in the success of the automated search. Once again, the features that we have included in our automated system, free-text search, stem search, and index browsing are increasing the chances of relevant, and complete searches.

3. Accessions Bulletin

The reaction to the Accessions Bulletin was very favorable. The only criticism relating to the Bulletin was the inability to obtain announced material in a reasonable amount of time.

RECEPTIVENESS TO NEW SYSTEM PROPOSALS

1. Skills Index

Most users reacted favorably to this idea and were willing to have their names listed. The concept was seen to be especially valuable to new employees and to those working in interdisciplinary areas.

Although they liked the idea, a few were concerned about the criteria used to designate who was an expert in any given area. They felt that it might get "politically touchy." Some felt that the experts time would be consumed by these phone calls to the detriment of their own work. One user said that he had supposed that

the administration had such an index which it kept only for its own use. A few felt that we should include NAVSEA and NAVSEC. One engineer suggested that we include language skill in the index. Since most translating questions would take up a great deal of time, this suggestion does not appear to be feasible. Translating should be contracted out and paid for by the requester as in current practice.

2. Union COM Catalog

The union aspect of the COM catalog received the greatest amount of favorable comment.

Having the COM copies of the catalog available in different buildings was unimportant to the Annapolis users and was considered by them to be an unnecessary expense. A few Carderock users commented favorably on the "portability of the catalogs" because they were located too far from the main building to use the library as often as they would have liked.

Several of the Annapolis users were very concerned that the COM operation with the required reader-printers would be too costly.

The main concern of the Carderock users had to do with the availability and reliability of the COM reader-printers. They wanted assurance that there would be enough readers in the reading room to enable use of the catalog by several people at one time. A few users at Carderock were concerned that the reader-printers would not be working and that there would then be no way to access our holdings.

Most users questioned liked the idea of the print feature on the reader-printer, while a few felt that it was a needless waste of money and that a pencil and a piece of paper would serve equally well.

Two or three users suggested that, once the conversion was complete, NAVSEA and NAVSEC might want copies of our COM Catalog.

3. SDI's

Those who are currently receiving SDI's were very enthusiastic about this proposal. Many stressed the importance of including periodicals in our SDIs. A few indicated that an annual cumulative SDI would be of value to them. Our Patent Counsel Officer would like to see patents included in the SDI's.

4. Control of Overdues and Departmental Loan Materials

Nearly all users interviewed were very protective of their departmental loan materials. They want to keep them as long as they wish without a hassle from the library.

Several did indicate a receptiveness to the idea of an annual reminder of the departmental loan materials charged to them, but not to recall.

The recall of short term loans was regarded as a "necessary evil."

5. Analytical Entries

This proposal was one of the most enthusiastically received. It was not just okay, it was great!

Several users commented on the extra staff time required to catalog analytics and were concerned that there might not be enough staff to do the extra cataloging required.

A few also mentioned that there was a need for subject specialists in the library's Cataloging Unit.

CONCLUSION

By now, we have acquainted ourselves with the scientific and technical information user. He is generally busy. He wants information instantly and will seek out the closest, most convenient source in order to obtain it. Given this description of the scientific and technical user, the goal of our automated information system has been directed to provide information to the user at his work station. In a way, we have accepted the informal information network, and we will aid in making it more responsive to our users' information needs. If the user does not come to the library, the library, whenever possible, will take its services to the user. In order to accomplish this task, the DTNSRDC Library incorporated automated services. The computer is now firmly entrenched as the primary device for high-speed data processing in the library. The automated system now provides the Center Library with better control over its collection and files by: increasing circulation of current material; decreasing document loss and nonreturn rate; and shifting loans from long-term to short-term type transactions.* The interactive search system now enables Center

*The Library Staff had solved the problems of information organization and indexing for optimum storage and use. Now the computer is a far better retriever of information than any librarian could ever hope to be. The reference librarian now becomes the link between users and information stored in the computer by translating user's needs into strategies for computer storage searches — thus assisting the scientific and technical user in his never ending quest in today's research for tomorrow's ship.

personnel to keep abreast of current scientific and technical literature by both improving recall and precision ratios in literature searches, and by providing virtually unlimited information access through search retrieval aids, free-text record scanning, and post-coordination of assigned index terms.

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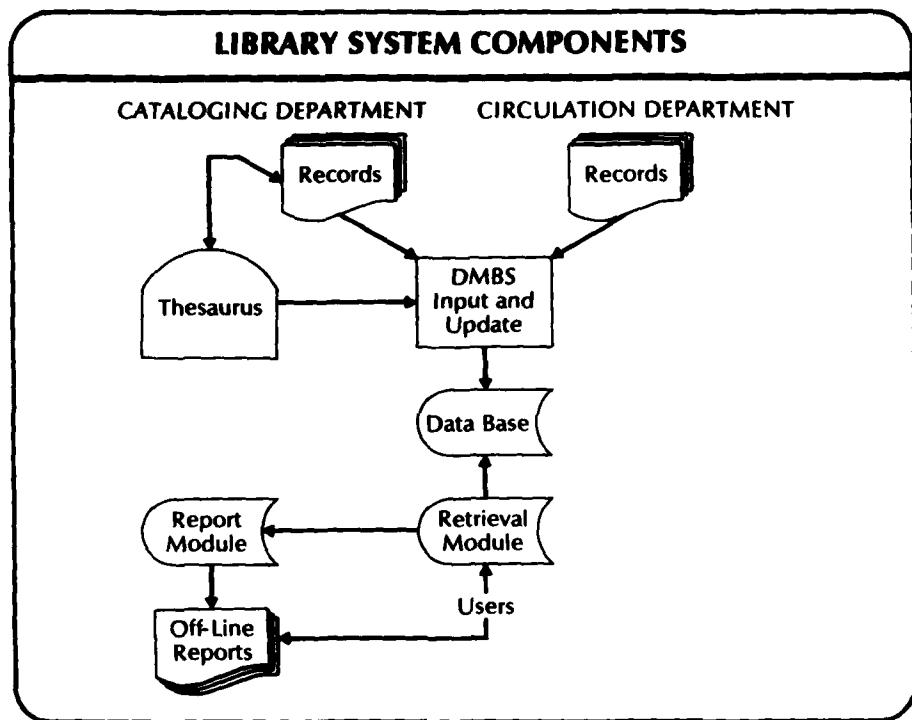
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OVERVIEW OF THE AUTOMATED LIBRARY SYSTEM

by

Sherry L. Martin



COMPONENTS OF THE AUTOMATED LIBRARY SYSTEM

- **DATA BASE FILES**
- **Information on Each Library Publication**
 - Descriptive Data
 - Corporate Source
 - Authors
 - Publication Data
 - Related Volumes or Parts; Previous or Superceded Editions
 - Report Number or Publisher
 - Subject Analysis
 - Major Subjects
 - Specific Keywords
 - Identifies (Hull Nos, Acronyms, Trade Names, Etc.)
 - COSATI Field/Group Codes
 - Inventory Information
 - Library of Ownership; Copies Owned at Each Library
 - Circulation Restriction
- **Information About Each Circulating Copy**
 - Borrower Information
 - Due Date Information
- **Data Base Management System Files and Associated Programs**

A TYPICAL CATALOGING AND CIRCULATION RECORD

Cataloging Record

ITEM 1

RECORD ID 165
 ALL AUTHOR VN 5.A 28G
 DATA BASE B
 RECORD ENTRY DATE 790104
 CATALOGER NUMBER 2
 CORPORATE SOURCE NAVAL SHIP RESEARCH AND DEVELOPMENT CENTER
 PERSONAL AUTHOR MAIN ENTRY: ELLSMORTH W R
 TITLE HYDRODYNAMIC DEVELOPMENT-ISSUES AND ANSWERS. IN AIAA/SHANE
 ADVANCED MARINE VEHICLE CONFERENCE, SAN DIEGO, 1974
 PERSONAL AUTHOR ELLSMORTH W R
 PUBLICATION DATE 19740200
 PAGINATION 12
 SERIES NUMBERS AIAA PAPER 74-306
 SUPPLEMENTARY NOTE FOR PRIMARY DOCUMENT, SEE VN 5.A 28; SPONSORED BY AMERICAN
 INSTITUTE OF AERONAUTICS AND ASTRONAUTICS AND BY SOCIETY OF NAVAL
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 ALLOYS; STAINLESS STEEL; PROPULSION SYSTEMS (MARINE); HYDRODOLLS; STRUTS;
 CONTROL-SHIP SYSTEMS; CABLES
 IDENTIFIERS 1:IP: DAP HYDRODOLLS UNIVERSAL DIGITAL AUTOPILOT; SH:AGEN 1;
 SH: 1:SH:PLN: 1:IP: 400 CAT: SH:PER 1:SH:PHN:AL:NY-130:AL:17-4PM;
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 DATA BASE B
 CIRCULATION CALL NR 0021421C1
 CATALOG RECORD ID 340
 LIBRARY C
 BORROWER'S NAME POLB R
 DUE DATE 780315
 WAIT LIST HAGEN G R 1560

PUBLICATION TYPES IN THE DATA BASE

A WIDE VARIETY OF PUBLICATION TYPES AND FORMATS ARE INCLUDED:

- Technical Reports
- Memoranda
- Books and Monographs
- Translations
- Foreign Language Material
- Theses and Dissertations
- Patents
- Conference Proceedings and Individual Papers
- Periodical Articles
- Drawings and Plans
- Handbooks, Dictionaries, Reference Works
- Microfiche and Film
- Serials

Not Included are Many Technical Reports and Periodical Articles from Other Available Data Bases, Such as NASA/RECON, DDC, and Lockheed Dialog

WHAT DOES THE LIBRARY SYSTEM DO?

CHARACTERISTICS OF THE PROPOSED AUTOMATED SYSTEM

- FILE MAINTENANCE OF ALL CATALOGING CIRCULATION AND INVENTORY RECORDS
- CENTRALIZATION AND INTEGRATION OF FILES FROM 5 LIBRARY BRANCHES
- PRODUCTION OF UNION PUBLIC CATALOGS ON COMPUTER OUTPUT MICROFICHE FOR USE BY LIBRARY CLIENTELE AND STAFF
- PRODUCTION OF WEEKLY CURRENT ANNOUNCEMENT BULLETINS
- PRODUCTION OF BIBLIOGRAPHIES ON DEMAND
- PRODUCTION OF KWIK INDEXES
- ONE LINE INTERACTIVE SEARCH CAPABILITY WITH FREE TEXT SEARCH OPTION
- MONTHLY SELECTIVE DISSEMINATION OF INFORMATION NOTICES TO INDIVIDUAL BRANCHES ACCORDING TO TAILOR MADE SUBJECT PROFILES
- CONTROL OF INDEX VOCABULARY BY A HIERARCHICAL THESAURUS
- GENERAL SEARCH CAPABILITY
- INVENTORY AND LOCATION CONTROL FOR INDIVIDUAL COPIES
- CONTROL OF OVERDUES AND DEPARTMENTAL LOANS WITH GENERATION OF OVERDUE NOTICES
- CONTROL OF CIRCULATION FUNCTIONS (I.E. CHARGING, DISCHARGING, RESERVES, ETC.)
- COLLECTION MAINTENANCE - AUTOMATED WEEDING SECURITY CLASSIFICATION CHANGES, ETC.
- GENERATION OF STATISTICS FOR MANAGEMENT DECISION MAKING

AREAS OF EMPHASIS IN DINSRDC SUBJECT THESAURUS

| | |
|---------------------------|----------------------------|
| ○ SHIP DESIGN | ○ ACOUSTICS |
| ○ PROPELLER DESIGN | ○ MATERIALS |
| ○ SHIP'S TYPES | ○ STRUCTURES |
| ○ FLUID DYNAMICS | ○ AERODYNAMICS |
| ○ ENERGY CONSERVATION | ○ FUELS |
| ○ POLLUTION ABATEMENT | ○ MARINE PROPULSION PLANTS |
| ○ SHIPS AUXILIARY SYSTEMS | |

SUBJECT HIERARCHY FROM
DTNSRDC THESAURUS

1/BROWSE

ENTER TERM
/MARINE PROPULSION PLANTS

MARINE PROPULSION PLANTS
SN USE MARINE PROPULSION FOR GENERAL DISCUSSIONS.
SN FOR SPECIFIC SYSTEMS OR MACHINERY, CONSULT
SN MARINE PROPULSION PLANTS HIERARCHY.
ST MARINE PROPULSION
BT PROPULSION SYSTEMS
UF PROPULSION MACHINERY(MARINE)
UF PROPULSION PLANTS(MARINE)
UF SHIPS SYSTEMS
UP SHIP PROPULSION MACHINERY
NT MARINE BOILERS
NT MARINE NUCLEAR PROPULSION PLANTS
NT PROPULSION AUXILIARIES(MARINE)
NT PROPULSION UNITS(MARINE)
N2 PROPULSOR SYSTEMS(MARINE)
NT TRANSMISSION SYSTEMS(MARINE)
RT EQUIPMENT
RT SHIPBOARD PIPING SYSTEMS
RT SHIP ELECTRIC POWER PLANTS

ENTER TERM
/NAVAL ORDNANCE LAB

NAVAL ORDNANCE LAB
SN FOR LOWER ORGANIZATIONAL LEVELS SEE NOL(LOWER ORG
SN LEVEL) EX-NOL. RESEARCH DIV
AB NOL

ENTER TERM
/BASIS

PROPELLOR SYSTEMS (MARINE)

PROPELLERS (MARINE)

ADJUSTABLE PITCH PROPELLERS

CONTRAROTATING PROPELLERS (MARINE)

CONTROLLABLE PITCH PROPELLERS (MARINE)

REVERSIBLE PITCH

PROPELLERS (MARINE)

CYCLOIDAL PROPELLERS

VOITH SCHNEIDER PROPELLERS

OVERLAPPING PROPELLERS

RING PROPELLERS

SHROUDED PROPELLERS (MARINE)

STEERABLE SHROUDED
PROPELLERS

SKewed PROPELLERS

SUBCAVITATION PROPELLERS

SUPERCAVITATING PROPELLERS

VENTILATED PROPELLERS
SEMISUBMERGED
PROPELLERS

TANDEM PROPELLERS

TRANSCAVITATING PROPELLERS

PROPELLER SHROUDS(MARINE)

PUMP JETS

WATER JET PROPULSION

User entry: 1/fuel storage system
Response includes records on storage of all
types of fuels

ENTER TERM
/FUEL STORAGE

FUEL STORAGE
BT STORAGE
NT COAL STORAGE
NT * GAS STORAGE
NT OIL STORAGE
NT PETROLEUM PRODUCTS STORAGE
RT ENERGY STORAGE
RT FUEL TANKS
RT UNDERGROUND STORAGE

1/ WELD*

| ITEMS. | TERMS |
|--------|-------------------------------------|
| A 6 | DE-WELD JOINTS USE WELDED JOINTS |
| B 1 | DE-WELD METAL |
| C 1 | WELDABILITY |
| D 6 | WELDED JOINTS |
| E 24 | WELDING |
| F 1 | WELDING POSITION |
| G 10 | WELDS |

END OF TERMS WITH YOUR STEM
PICK LETTERS TO COMBINE

6/ENERGY USAGE

DO YOU MEAN ...
ITEMS. TERM
A 80 DE-ENERGY CONSUMPTION
B 23 DE-ENERGY DEMAND
PICK LETTERS TO COMBINE

1/PRIME MOVERS

USE DE-PROPULSION UNITS
(MARINE)
16 ITEMS SAVED AS SET 1

5/HIGH TEMPERATURE GAS TURBINES

74 USE DE-GAS TURBINES
33 AND DE-HIGH TEMPERATURE
7 ITEMS SAVED AS SET 5

ENTER TERM
/NOL

NOL
AF NAVAL ORDNANCE LAB

ENTER TERM
/SSTG

SSTG
AF SHIP SERVICE TURBOGENERATORS

SAMPLE LITERATURE SEARCH

1/SNIPS
279 ITEMS SAVED AS SET 1
2/CS-NAVY DEPT

341 ITEMS SAVED AS SET 2
3/CS-COAST GUARD

8 ITEMS SAVED AS SET 3
4/PD GE 19770000

1016 ITEMS SAVED AS SET 4
5/(1 AND (2 OR 3) AND 4)

85 ITEMS SAVED AS SET 5

The Library Provides a Free-Text Search Capability

SCAN TI TRIDENT,SONAR

scans for any titles with the word TRIDENT followed somewhere by SONAR

SCAN TI BASE < 2 SYSTEMS

scans for any titles with DATA BASE followed in two or less words by SYSTEMS.(i.e. DATA BASE SYSTEMS and DATA BASE MANAGEMENT SYSTEMS)

SCAN TI, NT, CS, DE COAL GAS* OR COAL LIQUI*

scans for any titles, notes, corporate agencies, or subjects with any phrases beginning either with coal gas... or coal liqui... (i.e. coal gas, coal gases, coal gasification, coal liquids, and coal liquifaction)

**OUTLINE FOR A COMPREHENSIVE INFORMATION
SYSTEMS ANALYSIS**

by

Sherry L. Martin

SUMMARY OF STEPS IN THE LIBRARY AUTOMATION PROJECT

- Literature Search
- Write and Present Plan for Systems Study
- Perform Systems Study
 - Systems Analysis
 - Evaluation Phase
 - Requirements Phase
- Feasibility Study
- Design Phase
- Test and Evaluation Phase- Design and Test Pilot
- Implementation
- Training and Orientation

WRITE AND PRESENT PLAN FOR A SYSTEMS STUDY

Define or Describe:

- The Problem
- Goals of the Organization
- Scope of the Study
- Methods and Techniques to be Used
- Work and Time Schedule of Study
- Team
- Benefits Expected

PURPOSE OF SYSTEMS STUDY

- To Avoid Automating Mistakes in Current System
- To Arrive at a Baseline or Yardstick for Measuring So-Called Improvements After Automation
- To Arrive at a Response Set of Requirements for an Automated System

SYSTEMS ANALYSIS PHASE

I. EXAMINE GOALS

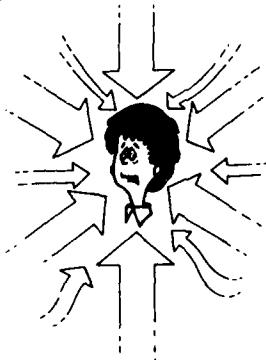
- What is the Mission of the Library and the Organization it Serves?
- What are the Library's Objectives?
- What are the Library's Long-Range and Short-Range Goals?



SYSTEMS ANALYSIS PHASE

II. INTERNAL LIBRARY ANALYSIS

- Survey of Requirements Placed on the Library
- Survey of Current Procedures and Operations
 - Time/Motion Study
 - Flow Charting
- Survey of Inputs and Outputs
 - Files Analyses
 - Forms Analyses
 - Reports Analyses



SYSTEMS ANALYSIS PHASE

III. SURVEY USER NEEDS

Research the Literature on Science & Technology Users

Conduct In-House "Mini" Users Survey

Arrive at a Profile of the Local Science & Technology User

SYSTEMS ANALYSIS PHASE

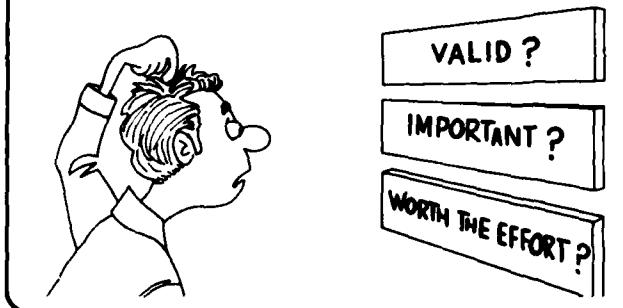
LIMITATIONS OF USERS SURVEYS

- While Users can Identify Problems with the Present System, the Design of Solutions is the Job of the Information Professional
- Users cannot Conceive of Potential New Services They Have Never Experienced

EVALUATION PHASE

I. EVALUATE REQUIREMENTS SURVEY

Are Requirements Placed on the Current System:

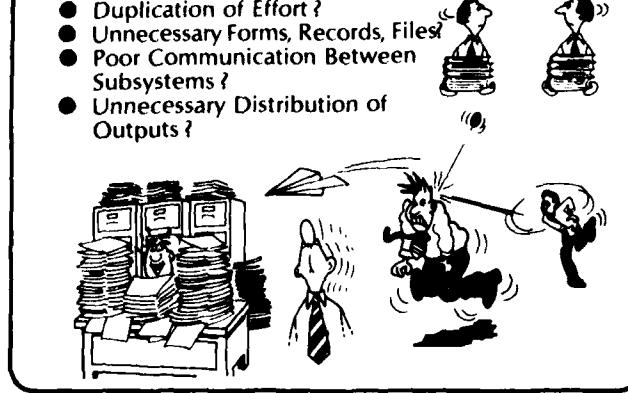


EVALUATION PHASE

II. INPUT OUTPUT SURVEY

IS THERE:

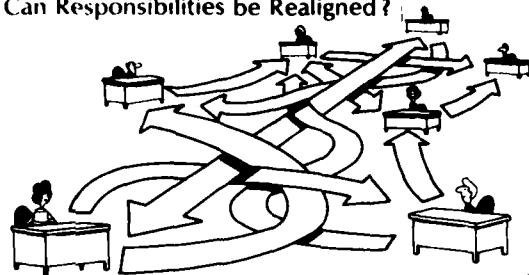
- Duplication of Effort?
- Unnecessary Forms, Records, Files?
- Poor Communication Between Subsystems?
- Unnecessary Distribution of Outputs?



EVALUATION PHASE

III. EVALUATE CURRENT PROCEDURES

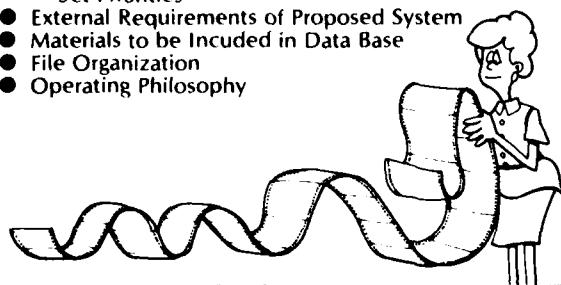
- Can the Flow of Work be Changed?
- Which Current Operations are Compatible with ADP?
- What are the Costs and Time for Each Operation?
- Can Responsibilities be Realigned?



REQUIREMENTS PHASE

DESCRIBE FOR THE NEW SYSTEM :

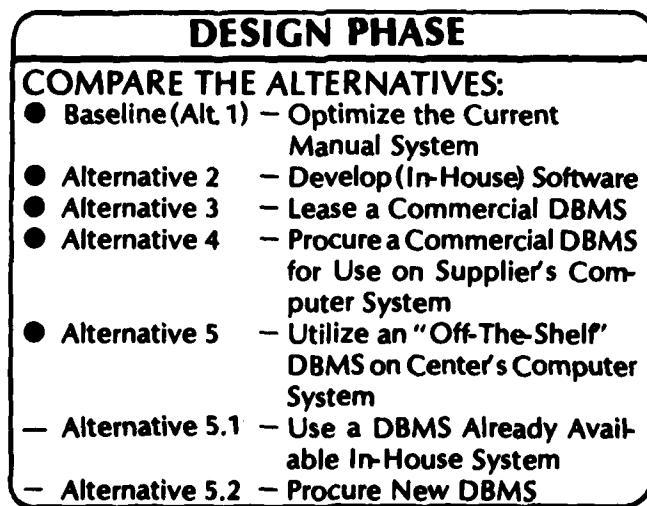
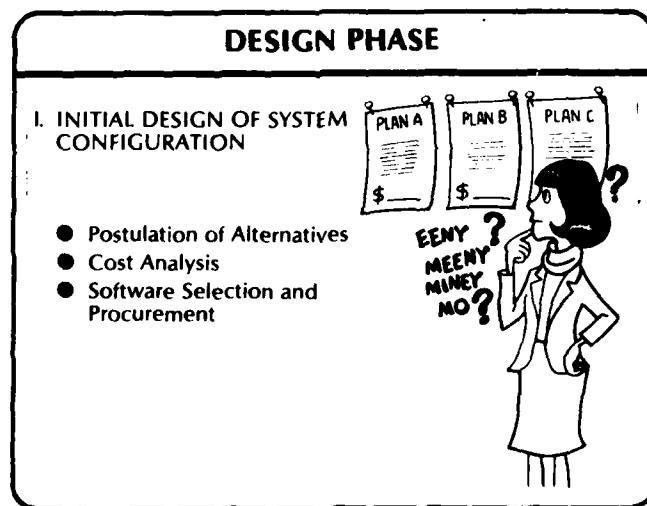
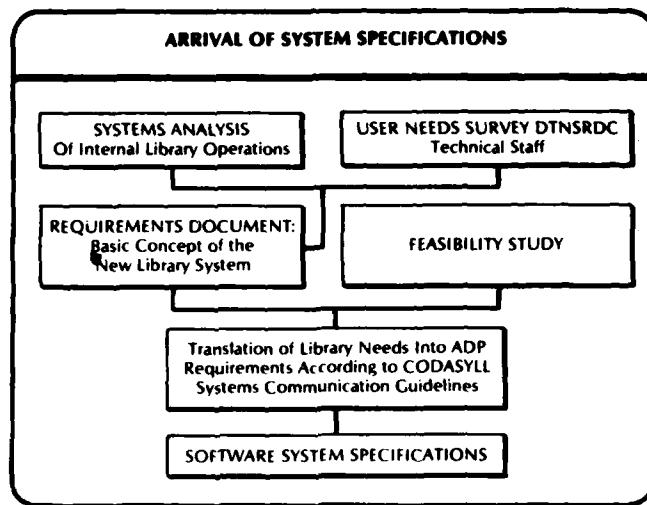
- General Requirements
 - Mandatory Plus Desirable
- Preliminary System Functions, Subsystems, Tasks
 - Set Priorities
- External Requirements of Proposed System
- Materials to be Included in Data Base
- File Organization
- Operating Philosophy



FEASIBILITY STUDY

ASSESS :

- Equipment
- Software/Hardware
- Personnel Resources
- Budget
- Experience of Others
- Condition of Existing Files; Systems



DESIGN PHASE

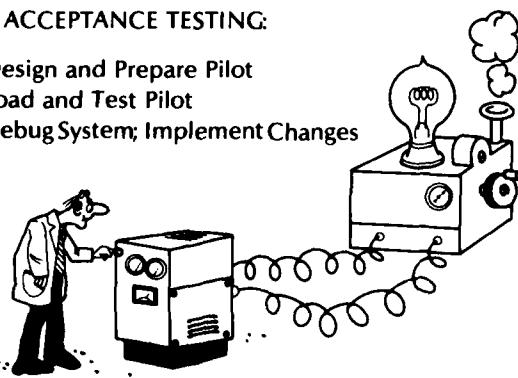
II. DETAIL DESIGN

- Design Reports and Output Products
- Define Data Base Records
- Establish New Cataloging Procedures
- Create Thesaurus
- Program Additional Features As Necessary
- Design Input Procedures
- Schedule Phased Conversion of Retrospective Files
- Design Procedures For Back-up and Recovery

TEST AND EVALUATION PHASE

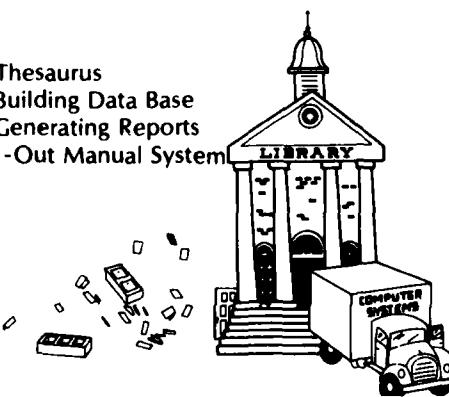
FOR ACCEPTANCE TESTING:

- Design and Prepare Pilot
- Load and Test Pilot
- Debug System; Implement Changes



IMPLEMENTATION PHASE

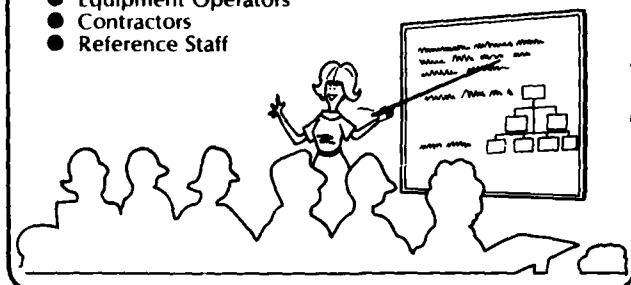
- Load Thesaurus
- Start Building Data Base
- Start Generating Reports
- Phase-Out Manual System



TRAINING AND ORIENTATION

I. PREPARE DOCUMENTATION AND PROVIDE TRAINING FOR :

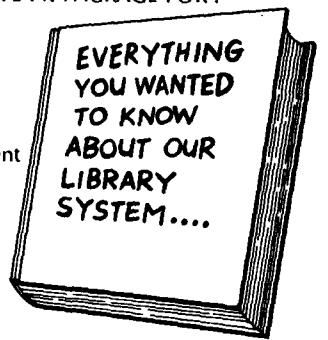
- Input Staff (Catalogers and Circulation Staff)
- Equipment Operators
- Contractors
- Reference Staff



TRAINING AND ORIENTATION

II. DESIGN COMPREHENSIVE PR PACKAGE FOR :

- Library Community
- Users
- Laboratory Management



BASIS - BATTELLE'S DATA MANAGEMENT SYSTEM

EXECUTIVE SUMMARY by

Kenneth F. Szczesny

OVERVIEW OF BASIS

BASIS is a Data Management System (DMS) developed and distributed by Battelle Memorial Institute. It has been operational since the early 1970's but has only recently undergone the major enhancements necessary to make it competitive with the best of the DBMS available in the marketplace. Upgrading, both in terms of capabilities and services, has taken place since the release of Version 4 last year.

In its simplest form, BASIS is an information storage and retrieval system. What sets it apart from other systems are the many user oriented features that have been built in as its components. One of the most attractive features of BASIS is the ability the user has to define new applications and to begin loading data within a few days. No computer programming is required by the user for most implementations. In addition, BASIS provides full ANSI standard thesaurus capabilities, procedure files to capture user's interactions, an on-line report writer, an on-line data entry processor, on-line sorting capabilities, and many more.

BASIS can perform searches either through the use of an inverted index or through the use of the actual data records. Although the first is more efficient, the second provides the user with a great deal of flexibility. In addition to providing a fast, efficient manner for entering search terms, BASIS permits the user to perform proximity searching, search on numeric ranges, scan the text records for terms, use prefix searches, map related fields together, perform hierarchical and universe searches, and use the full complement of Boolean logic on retrieved document sets.

BASIS applications have ranged from the standard bibliographical data bases to data bases dealing with aircraft safety, laboratory animal data, and mental health. Because each application is different, and has different needs, each implementation of BASIS varies. Each is tailored to the particular needs of the individual user.

BASIS is presently available on several mainframes (IBM 370/303X, UNIVAC 1100 series, CDC CYBER and 6000 series, and DEC 10 and DEC 20) as well as on the DEC VAX 11/780 minicomputer. It has the capability to handle multi-lingual applications, alphanumeric data, and very small or very large data bases. Through OLIVE, its on-line entry and validation component, it allows the user immediate access to the data base for the purpose of altering parts of it.

KEY ASPECTS OF BATTELLE AND BASIS

Following are several considerations relative to the utilization of BASIS by our potential sponsors:

Battelle has an Excellent Staff

All BASIS software has been designed, developed, enhanced, and maintained at Battelle for over ten years. Separate groups within the BASIS staff have been designated to support our sponsors in the five key areas of: Applications, Marketing and Training, Development and Maintenance, Service Bureaus, and Future Design Enhancements. Each group within the BASIS staff is and will be available to support our sponsor's efforts as required. More specifically, the key responsible designers and developers (the Development and Maintenance Group) of each BASIS module will be assigned the responsibility of supporting that particular module. In addition, all BASIS Group Leaders will be available to support any future desired enhancements to the BASIS system. Staff members from other research disciplines within Battelle will be available to support your staff as required.

Battelle Understands the Problem

Battelle, through its BASIS staff, has assisted in the development of many types of on-line data base systems. Our experience and expertise will allow the BASIS staff to support both you and your users to continue the utilization of state-of-the-art data base technology. Typically when problems are encountered or dissatisfaction becomes apparent in an on-line data base environment, they can be attributed to one of the following areas:

Data Content and Integrity. Since the quality of information in a data base can be no better than the input upon which it is based, it is imperative that BASIS provide a thorough editing and verification capability. While developing the data bases for each user application, the designer will have many powerful validation capabilities available through the BASIS DDL (Data Definition Language or Data Base Schema). BASIS supports a wide range of validation functions including: optional or required, range checking, table look-up, data element cross-referencing, and several others. Since all of the validation requirements for a data base can be described in the DDL, no edit and validation programs need to be written for most data bases. BASIS also permits the same verification criteria to be applied to the data whether it is entered on-line through the OLIVE module or batch through the FORMS module. System users who

do not have computer programming expertise can also design verification criteria for data bases. Again, all verification criteria for a particular data base is maintained within one data base reference, the DDL (Data Definition Language). A data base's worth and effectiveness will be relative to the quality and scope of the information submitted to it. Battelle addresses this potential problem area capably with the editing and verification capabilities within BASIS which will minimize the potential for errors and protect the integrity of each data base.

Security and Privacy. With the potential breadth of sensitive information to be accessed in many sponsor data bases, ample consideration must be given to the protection and confidentiality of these data bases. BASIS supports four levels of security at the data base level, as well as provides security and access controls for the update and modification of data base records.

The BASIS staff has participated in several projects evaluating the security and privacy of computerized data bases and will be available for consultation to sponsors regarding network security, administrative controls, privacy of personal data, security monitors, and several other security related disciplines.

Modularity. Data Management Systems must be flexible in order to easily support a broad spectrum of data bases. Battelle has ensured that BASIS was designed and developed with many powerful and independent features. These features have been segmented into eight separate modules. The Central BASIS System Module is the core module; all other modules are driven through the Central BASIS System Module. The seven remaining modules can then be added to the Central System and utilized as required. This modularity, available with BASIS, permits the expansion of user capabilities based on the requirements of each application and user need. The BASIS modular design philosophy also allows for incremental implementation to be accomplished. Thus, the capabilities of the REPORT and PROFILE (Procedure Files) modules could be utilized after a system becomes operational and it is determined these capabilities are required. From Battelle's perspective the BASIS modules can be maintained and enhanced more effectively and efficiently if they are supported as integrated, yet independent, modules.

User Acceptance and Involvement. Battelle has identified user acceptance as an area for discussion not because it is perceived as a problem, but to make sure it does not become one. To ensure user acceptance of BASIS supported data bases, several features have been provided:

1. The Query Language is a powerful tool, yet is simplistic in format. If a user desires to search for all references to the name John Jones, for instance, the Query to the data base would be: FIND NAME=JOHN JONES
After the inverted index file is searched, BASIS returns to the user the number of records which meet that search criteria: 5 NAME:JOHN JONES
The five records, with all or selected data elements, can then be displayed: DISPLAY ALL or
DISPLAY NAME PHONE STREET CITY STATE
2. Support or Help related functions are available to the user during a terminal session. For instance: ?FIELDS when entered will show the user all the available fields (data elements) for that particular data base. In addition, information describing the data element itself is provided. Help functions available to support the user are also available in the areas of: the BASIS commands, the user's data base, and in the explanation of error messages. If a user receives an error message from BASIS, entering a "?" will provide further explanation about the error.
3. Finally, Battelle believes that user enthusiasm can be generated by demonstrating the efficiencies and added capabilities available through BASIS supported data bases. For instance, BASIS provides an index browsing feature which will allow a user to "LOOK" into the computer index before attempting a search; this results in the elimination of empty search retrievals based on the user attempting to search for a term which does not exist.

The BASIS staff is aware of the potential problem areas in the development of on-line data bases. We believe the BASIS staff can assist your staff because of our prior experience in these areas and our interest in developing another successful BASIS installation.

BASIS is User Oriented

BASIS is a totally self-contained system. All typical data base requirements are supported through the BASIS modules. For most data base applications no programs will be required to support any aspect of the application. The powerful BASIS modules provide the capability to define, load, edit, verify, update, retrieve, query, output, and maintain data base information. If a very specialized or unique requirement cannot be supported through one of the BASIS modules, Battelle's staff will be available to assist you in evaluating the most feasible alternatives. BASIS supports

many terminal and user functions for data base sessions which provide the user with flexible searching strategies. Several user oriented features have already been reviewed including simple queries, help functions, and index browsing. Two additional functions provided through BASIS include Universe and Hierarchical searching.

It is sometimes useful to limit searching to a portion of the data base. If, for example, the user were going to search a personnel data base for several different characteristics, but in the end only wanted to have results for females, there are two obvious approaches: (1) to select each characteristic and then combine that set of records with the set of all females to get a set of all females with that characteristic, or (2) to select a document (record) set of all females, declare that set to be the Universe, then select each separate characteristic; the resulting document (record) set will be effectively ANDed with the Universe.

If the user has many characteristics to select, the second approach has the obvious advantage of eliminating a separate AND operation in the generation of results. To use the UNIVERSE mode, a user simply creates the document (record) set desired as the universe and enters the command: SET UNIV=line number. All searches that follow will be automatically combined with the UNIVERSE document set when created. On the other hand, it is sometimes useful to limit the universe of a search to the last set of documents selected, so that the universe gets smaller and smaller with each selection. For example, assume the user wanted to select a document (record) set from a data base containing abstracts on transportation research, and this set was to eventually contain roughly half a dozen articles dealing as closely as possible with the subject of personalized mass transit in urban areas. Since the user has no way of knowing how many abstracts (if any) exist on this topic initially, the user may want to begin by selecting the most general subject areas and continue refining the request until the document set has been reduced to an appropriate size.

BASIS is a Portable Data Management System

BASIS has been designed and developed with portability in mind. The BASIS source code is written in machine independent ANSI FORTRAN. Eighty-five percent of the code is FORTRAN, with the remaining code in assembler language. The assembler code supports the various host operating system interfaces and I/O calls. The advantage this presents to BASIS sponsors is that users are not limited to one hardware vendor. Currently, BASIS is available on IBM 370/303X (and compatibles such as INTEL AS/5-3), UNIVAC 1100 series, CDC 6000 and CYBER series, and DEC Models 10 and 20 and the VAX

11/780. To support BASIS on another vendor's hardware, the assembler code (15 percent of the total software) would have to be rewritten, assuming a user acquired hardware not identified in the list above. The BASIS software is consistent between computer hardware. To a terminal user it would be transparent as to which machine was supporting BASIS and the user's data bases. All BASIS commands and features execute exactly the same, no matter which hardware is supporting the data bases. The advantage this approach gives to Battelle and the BASIS staff is that only one source copy of BASIS needs to be maintained and supported. When enhancements or maintenance is performed on the BASIS software, all modifications are incorporated into one master source copy at Battelle and are made available to all current BASIS sites at the next software release.

Battelle Provides a Sound Approach to Data Management

Battelle has supported the development of BASIS for over ten years. As opposed to profit making organizations, Battelle has insured that the BASIS revenues have been put back into the continuing development of BASIS. Several million dollars in staff time has been expended on BASIS, now in its Fourth Version released in 1979. Battelle will continue to commit revenues for future enhancements and versions of BASIS. A new evaluation of BASIS requirements for the 1980's has just been initiated. The BASIS staff believes new requirements can be identified through close evaluation of BASIS and our sponsor's data bases.

BASIS Optimizes Performance

The BASIS software was developed around two key computer concepts: (1) Users want a response to a data base search as fast as possible, yet have flexibility to their search criteria; and (2) Computer center staff want data base software which requires a minimum of on-line disk storage. Although these two criteria are sometimes mutually exclusive, the BASIS software supports both considerations.

The interface to BASIS data base records is through an inverted index. An inverted index is the most responsive retrieval technique in computer technology today. Not only will BASIS support an inverted index for each data element in a data base, but a data element may be indexed more than one way, for example, if special retrieval is required. Obviously, inverting a complete data base, for fast retrieval, will impact the second consideration, that of reducing on-line storage requirements to a minimum. To enable BASIS users to require minimal on-line disk storage, compressed

data base record formats are supported. The compressed record format supports both variable length records and variable length data elements. If a data element does not exist for a particular record, no storage is allocated, other than one bit in the record's bit map. In addition, all trailing and leading blanks are compressed. Thus BASIS provides a very compressed data base record which has been estimated to be 40 percent more efficient* than a leading competitor's DBMS record storage.

BASIS Source Code is Provided

BASIS source code is provided during installation. User installations may enhance the source code for their site if deemed necessary. Battelle would prefer to have modifications performed through the BASIS staff in Columbus. An advantage of having the source code on-site is the BASIS software can be modified by users to support unique data management features within the structure of the BASIS source code itself.

BASIS is Installed Worldwide

Currently, BASIS is installed at twenty major computer installations around the world. In addition to the U.S. market, BASIS supports data base applications in Canada, England, France, and Germany, as well as through a worldwide time-sharing network.

Options are available for the retrieval of scientific, patent, abstracts, and vocabulary systems. The retrieval of scientific, patent, abstracts, and vocabulary related areas is currently supported by BASIS, Battelle is currently investigating the possibility of other areas of retrieval which can also be accommodated by BASIS. If you are interested in any of these options, contact your sponsor contacts, Battelle will be happy to discuss them with you.

Battelle's Commitment

Battelle's commitment to the development of the BASIS Data Management System is reflected in the continued support of the system. For the last ten years, Battelle has supported continued software enhancement and development. BASIS remains more than competitive with the major data management systems on the market today. Now, with the release of BASIS Version 4.0, Battelle believes that BASIS, as a totally self-contained

*An independent study conducted between BASIS and a leading DBMS in which BASIS was eventually selected.

system, is at the leading edge of data management technology. Future design considerations for BASIS in the 1980's are being evaluated at this time. All future enhancements and software releases to BASIS are available to current sponsors who maintain a BASIS maintenance contract. The acquisition of newly released BASIS Modules, not already installed at the sponsor's site, can be negotiated.

OVERVIEW OF DATA MANAGEMENT SYSTEM

BASIS HISTORY

- Battelle Has Been a Leader in Information Science Since 1950
- Originally Manual Systems
- In 1965 Battelle Began to Automate Many of Their Information Retrieval Functions
- Battelle's Information Scientist Began to Develop BASIS in 1968
- There Have Been 4 Phases to the System Development
 - Relatively Small Textual Data Bases
 - Large Textual and Numeric Oriented Applications
 - Machine Independence
 - Self-Contained System
- In the Late 60's BASIS was Only Used at Battelle
- In 1973 BASIS was First Made Available to Outside Sponsors
- Hundreds of Applications Have Been Implemented Using BASIS

BASIS ORIENTATION

- Self-Contained System
- Information Storage, Retrieval, and Analysis System
- User Oriented (No Computer Background Required)
- Utilized Interactively or in Batch
- Rapid Retrieval
- Textual or Numeric Oriented Information
- Complete Data Base Management Capabilities
- Variety of Applications
 - At Battelle
 - At Sponsors Sites
- Extremely Flexible

BASIS FEATURES

- Index Algorithms to Permit Flexible Index
- Data Base Definition and Loading Utilities
- Term Searching via Inverted Index or Sequential Search
- User Messages and Commands Can be Tailored to Application
- Thesaurus for Vocabulary Control
- Profile for Saving Search Sequences
- On-Line Report Definition and Generation
- On-Line Entry for Data Conversion
- Verification Rules Definable in Data Definition Language
- Monitor Feature to Evaluate Data Base Usage

MAJOR BASIS ADVANTAGES

- New Applications can be Implemented Quickly
- No Programming is Required in Many Cases to Load a Data Base; Defined Entirely in DDL
- Excellent Mass Storage Efficiency Due to BASIS Compressed Record Format
- Index File Structure Permits Growth in Data Base Without Significantly Impacting Response Time
- Excellent for Applications with Varying Retrieval and Reporting Requirements
- Extensive Flexibility in Defining Applications - Indexing Options, Display Labels, Dialog Modifiable, Etc.

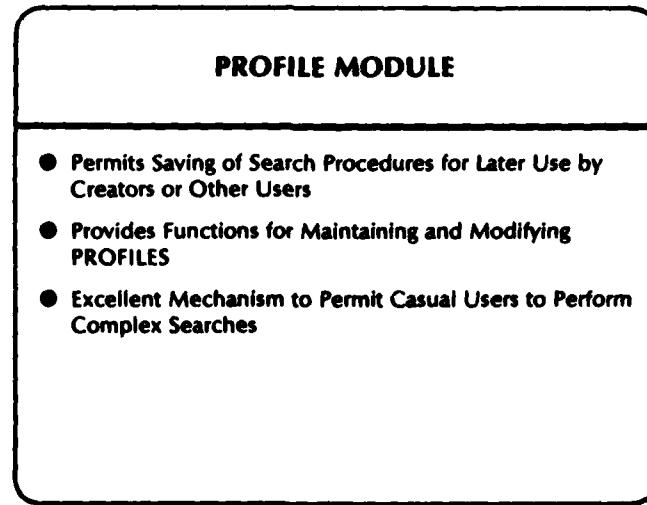
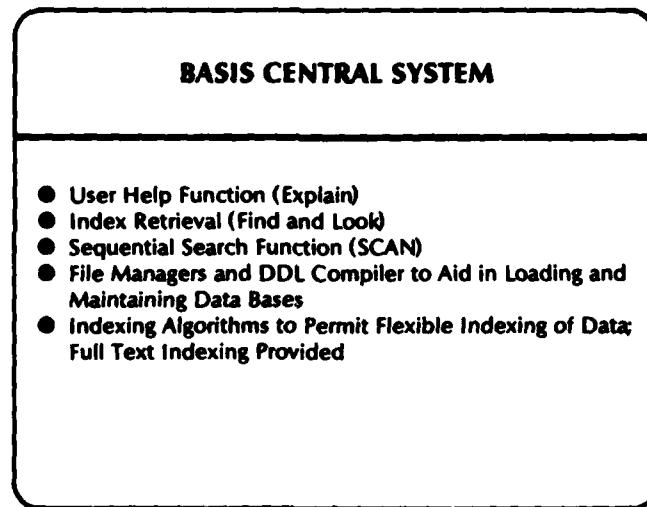
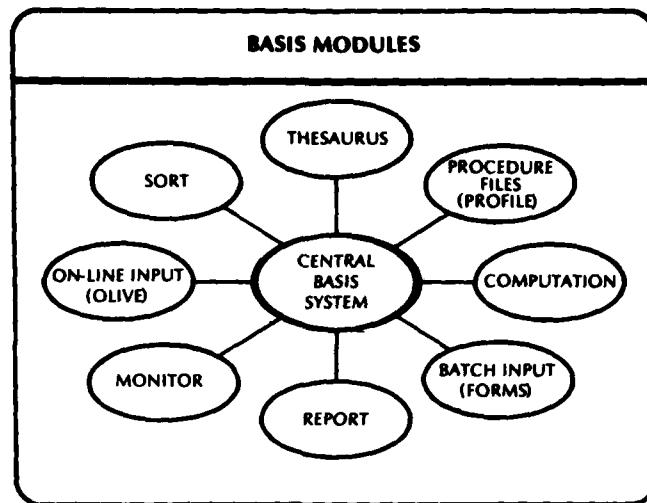
SYSTEM DESIGN

- Machine Independent (FORTRAN)
 - Approach
 - FORTRAN Coding that Meets ANSI Standards (Approximately 85%)
 - Assembler Routines for File I/O, Character Manipulation, Op Sys Interfacing (15%)
 - Advantages
 - User not Bound to One Vendor
 - All BASIS Features are Available in all Machine Versions
 - BASIS Less Affected on Operating System Changes
 - Single Package for Multi-Vendor Shops
- Modularity
 - Permits User to Select Only Modules Necessary
 - Efficient Use of Computer Resources

TABLE 1 - COMPUTER SYSTEMS ON WHICH BASIS IS AVAILABLE

| Vendor | Models | Op. Sys. | Status |
|--------|--------------------------------|---------------------------|------------------------|
| CDC | 6000 CYBER 70/170 | Nos, Nos/BE, Nos | Version 4 Version 4 |
| DEC | DEC 20 DEC 10 VAX 11/780 | Tops 20 Tops 10 VMS | Version 4 Version 3 |
| UNIVAC | 1100 | Exec 1100 | Version 4 |
| IBM | 370/303X | MVS | Version 4 |

(All Versions Operate Under Vendors Time-Sharing System)



THESAURUS MODULE

- Permits Vocabulary Control in User Searches (Term Switching) and Data Base Loading (Authority List for Validation)
- Thirteen Thesaurus Relations and Supported Including BT (Broader Terms), NT (Narrower Terms), Etc.
- Multi-Lingual Capability (Data Base Interaction in Several Languages) Provided
- On-Line and Multi-Format Hard Copy Access to Thesaurus Information

THE SORT MODULE

- Capability to Establish a New Order in a Retrieved Document Set
- BASIS Document Sets are Ordered by Accession Number (Record Key) when Retrieved
- BASIS SORTS have the Following Characteristics:
 - The SORT is Based on any Data Elements
 - Partial Data Elements may be Used
 - Several Data Elements may be Used
- SORT Keys are Field Mnemonics or Numbers

OLIVE (ON-LINE INPUT, VERIFICATION AND EDITING) MODULE

- Permits User to Perform On-Line Input of Data and Modification of Existing Documents (Records) in the Data Base
- Data Verification is Performed Based on the Editing Rules Defined in the Data Base Definition Language (DDL)
- Stores Update Transactions into a Hold File (Queue File); Data Base Updated in Batch Mode
- Omits Need for Input/Edit Programs

REPORT MODULE

- Permits On-Line Definition and Execution of Reports
- User Can Define Headings and Report Layout; Also can Perform Numeric Computations on Fields
- REPORTS can be Saved for Later Use
- Permits the Evaluation of Computational Expressions Over Sets of Records
- Boolean, Relational and Arithmetic Operators are Provided
- Arithmetic Functions Include AVG (Average), MIN (Minimum), MAX (Maximum), STD (Standard Deviation), SUM (Sum), Etc.
- Permits Extraction of Formatted Data for Input to Other Processing Programs - SPSS

FORMS INPUT PROCESSOR MODULE

- Permits User to Load Large Volumes of Data with Editing Performed without Writing Input/Edit Programs
- Format of Input Data and Editing Required for Each Field Defined in Data Base Definition Language (DDU)
- Complete Data Bases can be Loaded without Writing Load Programs

OWNCODE

- Give a User the Ability to Interface User Coded Programs to BASIS
- RUN Command will Execute a Users Program
- Full Support for Communications with BASIS
 - Allows Interaction with Terminal User
 - Ability to Use Search Lines
 - Ability to Access the Data Records
 - Ability to User PROFILE
- A RUN Program Name can be Declared a BASIS Command

BASIS RETRIEVAL CAPABILITIES

- Fully Interactive Query Negotiation
- Complete Prompting and Diagnostic Capability
- Keyword and Free-Text Searching via an Index
 - Single Word or Multiple Word Index Term
 - Complete Data Element, Any Part of a Data Element
 - User Defined Indexing Criteria/Algorithm
- Numeric Range Search
- Retrieval Aids
 - Adjacent Terms
 - Stem Term List (Prefix)
 - Index Browsing
 - List of Previous Retrievals
- Utilization of THESAURUS for Vocabulary Control, Multi-Lingual
- Sequential Searching
 - Ability to Retrieve on Non-Indexed Data Elements
 - Very Powerful Text Scanning
 - Distant Searching, Open Characters, Prefix, Suffix, Relational Operators, Cross Element Comparison, etc.
- Full Boolean Logic (AND, OR, and AND NOT) with Nesting
- Freedom to Dynamically Modify Search Strategy Without Loss of Previous Retrievals

SOME BASIS SYSTEM COMMANDS

- DISPLAY, Output Information on the Terminal
 - Individual Data Elements
 - Entire Documents
- PRINT, Output Information on a High Speed Line Printer
 - Searching Modes (Hierarchical, Define a Universe)
 - Disposition of PRINT File
 - Terminal and Printer Line Length
 - Standard Output Format
- LIST, Review Various System Information
 - Previous Retrievals
 - Available Commands
 - Set Parameters Available, and the Status of Each
- ABORT, Terminate Current Function, Return to "ENTER YOUR REQUEST"
- RESTART, Start Session Over, or Change Data Bases
- QUIT or LOGOUT, Terminate a Session

DATA BASE SECURITY

- Four Separate Security Levels
- The Entire Data Base is Password Protected
 - Each User Must Supply an ID and Password
 - Each User is Assigned an Access Code
- An Authority List is Defined in the Data Base Definition
- Each Posting is Code Protected
- Each Data Record is Code Protected
- Each Data Element is Code Protected
- Every Level of Security is Optional

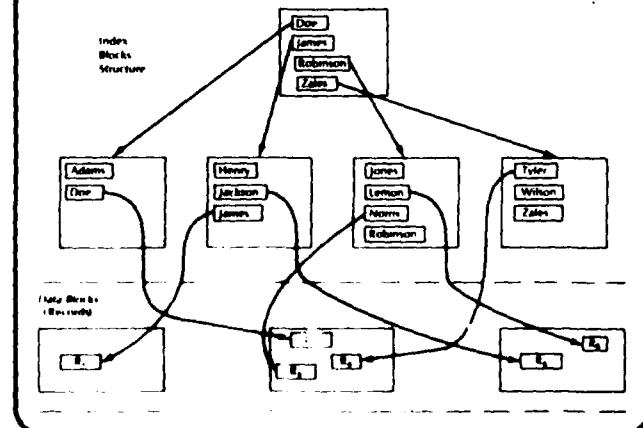
BASIS COMPRESSED RECORD FORMAT

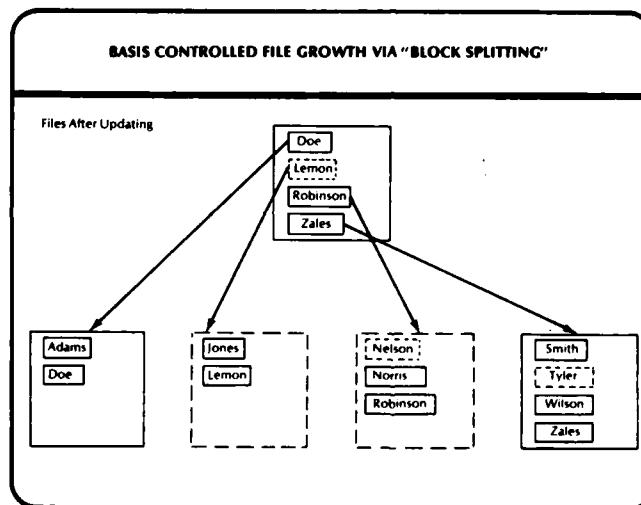
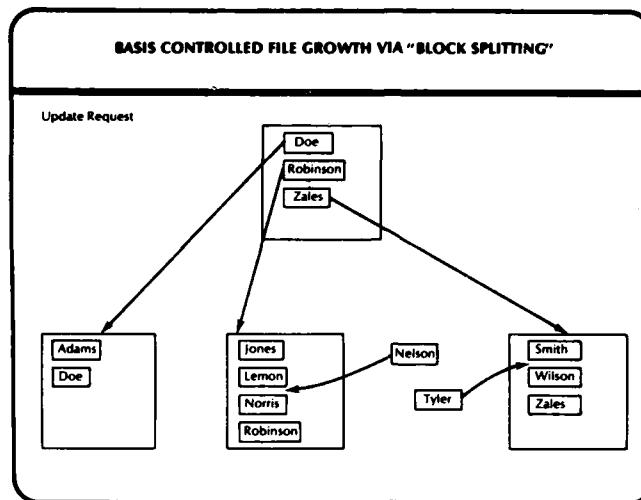
| Header | Field Occurrence Table | | | | Field 1 |
|----------|------------------------|---------|----------|--------|---------|
| Field 5 | | | | | |
| Field 3 | | | | | |
| Field 4 | Field 8 | Field 9 | Field 10 | | |
| Field 20 | | | | | |
| Field 21 | Field 30 | | | | |
| Field 38 | Field 32 | | | | |
| Field 35 | Ptr 38 | Ptr 35 | Ptr 32 | Ptr 30 | |
| Ptr 21 | Ptr 20 | Ptr 10 | Ptr 9 | Ptr 8 | Ptr 5 |
| | | | | | Ptr 4 |
| | | | | | Ptr 3 |
| | | | | | Ptr 1 |

BASIS FLEXIBILITY

- Flexibility in Defining User Applications
 - DDL Features
 - Indexing Options
 - Field Labels and Mnemonics for Displays
 - Prefix Definitions
 - Environment Options — Terminal Line Length,
 - Adjacent Terms, etc.
 - MESSAGES to User
 - Segmentation of Files
 - Dialog File Options
 - BASIS Command Keywords
 - EXPLAIN Topics — Error Messages and Help Functions at Multiple Levels
- On-Line REPORT DEFINITION and GENERATION
- Query Language is Very Applications Oriented Since Uses Terminology of the Applications

BASIS INVERTED INDEX FILE STRUCTURE





| WHY BASIS? | |
|--|--|
| ● Self-Contained System: | No Programming Staff Required |
| ● User Friendly Query Facility: | Help Functions Incorporated into a Flexible and Dynamic Query Language |
| ● Machine Independent Design: | BASIS is Very Portable Software |
| ● Supports Textual/Numeric Applications | Broad Range of Applications can be Supported by One System |
| ● Operates in Native Mode: | Efficient Use of Computer Resources |
| ● Extensive Documentation and Training Provided: | Sponsor's Staff Will Utilize Full Capabilities of BASIS |
| ● Source Code Provided: | BASIS can be Maintained and Modified by Sponsor's Staff |
| ● Battelle has a Commitment to BASIS: | BASIS is a Dynamic and Evolving Data Management System |

DATABASE INPUT

by

Norma Lee G. Dobay

Once the initial decisions and studies were made, software chosen, and tools created, the staff was now ready to perform the next phase of the database development -- the actual input of data to the system. The backbone of this activity was Mrs. Martin's excellent cataloging manual and the Thesaurus which she has discussed. The former is a marvelous in-house tool which describes, in great detail, the rules for cataloging and circulation record entry; as changes and refinements are recognized an update is issued to all concerned covering the new or expanded rules. Besides our in-house manual we basically follow the DTIC (previously DDC) Cataloging Guidelines and the Guidelines for Descriptive Cataloging of Reports published by the Committee on Information Hang-ups. Each physical item entering the library's permanent collection receives a record entry. Linking of parts is done via the note field (16). Periodicals are not cataloged nor are reports with "AD" or "N" numbers which are not within the Center's interests. Rather, these are kept aside for a term and then discarded after evaluation.

All those involved in the eventual growth of the database helped to create the initial group of records--a total of about 500. The pilot database served as a training device for staff and as a test of the software. The trial and error period lasted approximately 15 months. In the design of the cataloging record, many options were considered and the various necessary access points were identified. Duplication of data was reduced to the minimum on consideration of all criteria.

On 12 June 1979 all systems were ready and the database was launched as an operational reality.

Perhaps the easiest way to explain just what is entered in the cataloging record is to explain the input (see the worksheet, Figure 1) field by field. The cataloging worksheet is both physically and intellectually divided into two parts. One side is the descriptive information and the other is the subject oriented data.

Let us first look at the descriptive area which, in some ways, appears to be similar to the 3 x 5 in. catalog card, but with some pronounced changes.

The system sign # denotes the beginning and end of a record. The system sign @ denotes a new field. The letter "A" is the action code signifying a new record; "C" is used to denote a change in an already existing record; and "D" is the code for deletion of an existing record.

CATALOGING WORKSHEET
NDW-DTNSRDC 4410/2 (5-79)

EDITED _____ INPUT _____ CARD _____ FLOPPY _____

@A= ID @2= CN @3= DB CIRCLE ONE A B @6= CAT

@7= CS

@7= CS

@7= CS @8= AME

@9= TI

@12= AU @13= AU @14= AU

@13= PD - YYYYMMDD @14= PP @20= PUB

@15= SE @16= SE @17= SE

@16= NT

@18= SL @22= LC CIRCLE ONE C C/REF @23= CC @24= LAN CIRCLE ONE AN AN/REF @25= ANC @38= SF

@32= TRP @33= WU CIRCLE AS NEEDED @34= CR @35= C, F, SD @36= RD - YYYYMMDD @37= SC

@34= TRP @35= TRP @36= TRP

Figure 1 - Cataloging Worksheet

The first field (ID) is a unique number from 1 to 300,000 assigned by the cataloger as an accession number. This field is indexed, that is, it is directly retrievable on-line, and is ranged; indexed numerical values are grouped to allow efficient storage and retrieval.

Field 2(CN) is for the call number which can be a Library of Congress (LC) classification number (for monographs and for reference material); a "U" with the number for an unclassified report or paper; a "C" with the number for a confidential report; or an "S" with the number for a secret report. It is in this field that an alpha is added to the end of the LC call number of the primary document to indicate an analytic record for a conference. We have several listings of this field including two computer-output-microfiche (COM) shelf lists -- one for reports and one for monographs, and a post update run of an LC call number list.

Field 3 is no longer pertinent.

Field 4(RED) which does not appear on the worksheet, is the record entry date. It is computer generated and indexed, and is used as a parameter for generating the Accessions Bulletin.

Field 5(CAT), a number from 1 to 9, tells which cataloger is responsible for the primary or subject work of the record.

Field 7(CS) is the Thesaurus controlled field for the corporate source -- only three entries are allowed. This field is indexed and generates a COM.

Field 8(AME), personal author main entry, is comparable to that type of entry in the manual system. There is a character limitation of 25 -- only the last name and two initials are entered. Access to this field is via the COM.

Field 9(TI) is a required field which shows the title and, in the case of conferences, a rather intricate notation of first and second titles for the main volume and the title and source of the conference for an analysis of a paper. This field is accessible by the COM and a weekly off-line report which lists all titles entered in the database since the last issue of the COM.

Field 12(AU) shows the names of the first three authors on a report or monograph with the same limitations as field 8. There is an exception for our Center reports -- in this case all authors listed are entered.

Field 13(PD), which is indexed and ranged, gives the publication date.

Field 14(PP) is pagination with the computer supplying "P" for pages.

Field 15(SE) is for series entries -- up to three with a character limitation of 25 each. Access is by the COM.

Field 16(NT) contains what used to be called "drop notes," as well as precisely defined types of information pertaining to: related pieces in the collection, earlier editions, primary documents (for conference papers), call numbers of analytic records or parts, translation sources, and so on.

Field 18(SL) is indexed and generates the shelf list of COM's (reports and monographs) and the LC call number listing issued after each update. For inventory purposes, it separates physical pieces from analytic records by the use of an A("U" call number analytic record), CA(confidential report analytic record), SA(secret report analytic record), and MA(analytic record of a monograph).

Field 20(PUB) is for the publisher; the Center uses Books in Print abbreviations when possible.

Fields 22 and 24(LC and LAN) are indexed and denote which library (Carderock (C) or Annapolis (AN)) has the material in its collection; c/ref and an/ref are for reference materials. Fields 23 and 25 give the number of copies and any special filing locations such as Acquisitions, Aero Library, Reference Desk, and so on. This is noted by a specific alpha after the copy number.

Fields 32, 33, and 34 are used strictly for Center authored, issued, or financed materials. Fields 32 and 33 are indexed.

Field 32(TYP) designates if the record is for a formal or a departmental report or a technical memorandum; a conference paper; a patent; a ship's plans; a contractor's report, and the like.

Field 33(WU) gives the Work Unit number.

Field 34(TRP) is for the transposed number of all Center technical reports. This will be used to generate a badly needed listing in numerical order of the Center's reports since the beginning of its publishing program.

Field 35(CR) shows the circulation restriction which may be put on any report. These have been reduced to three basic notations: C denotes Official Use Only, DOD or Government only, no contractor; F is for no foreign release; and SD for special dissemination.

Field 36(RD) lists the first reclassification date given on any classified report. Once a year a listing is generated for that time frame; the appropriate action is taken in regard to the document and; if necessary, a new reclassification date is entered to the record for that document.

Field 37(SC) is the field in which is noted any security code level on a document, such as OMITS and NATO/CINWIDI.

Field 38(SF) cites any special physical feature or format the material might have. Entries could be for microfiche, oversized, viewgraphs, etc.

Having recorded the appropriate bibliographic data, the cataloger now gets down to the task of subject cataloging.

For our purposes this includes the four fields in the database shown on the reverse of the worksheet (see Figure 2).

Field 28(FG) lists the COSATI Fields and Groups which are pertinent to the document in hand. This is a most important field for it is used to flag what is to be noted in the Accessions Bulletin, by the presence or absence of a first occurrence, and then sorted by the broad subjects of the fields. We have expanded the basic list to include more specific coverage of those areas which are of importance to the Center -- marine engineering and naval architecture, energy and pollution, as well as a number for planning documents and a group for special collections such as intelligence, energy office collection, EEO material, exchange documents, and such. Possible other uses for this field would be a listing of those special collections for inventory purposes and generation of very general subject bibliographies.

Now we come to the real core of the cataloging record and the database -- the subject indexing areas -- Fields 29, 30, and 31. The principle tenet of our indexing philosophy is specificity and exhaustivity of analysis for every document.

Field 29(MDE), main descriptors, is our answer to the time-honored Subject Card Catalog. It enables the casual user to site quickly any material of interest via the COM catalog which is generated from it. This required, Thesaurus controlled field contains the major concepts of the material being analyzed -- the summarization of the document; this field must contain, as specifically and as explicitly as possible, what is in the document. Four descriptors are allowed which may be divided once, thereby allowing a real possibility of eight terms, within reason.

Field 30(DE), Descriptors, contains all other concepts which are relevant and pertinent to the document being indexed; as many as 40 descriptors are allowed, but they may not be subdivided and are retrievable only by on-line access.

Field 31(IDT), identifiers, is one of the most versatile fields. It is meant to overcome any shortcomings or impractical applications of the Thesaurus. It may include: just-coined phrases for new scientific and technical matters; acronyms; specific entities, such as a hull number, a type of alloy, or a military operation; and terms to cover concepts not yet entered into the Thesaurus or those that are too esoteric to be put into it.

028- _____ ; _____ ; _____ ; _____ ; _____ ; _____ ; _____ ; _____
FG

029- _____
MDE

•30•
DE

•31• IDT

GPO 868-794

Figure 2 - Reverse Side of Cataloging Worksheet

The cataloging worksheet is now finished. The material is given to the editor for review and is then returned to the cataloger for correction or disposition of the material. The worksheet is ready for entry to machine readable form. We have tried many systems of initial input to the computer, including punched cards, floppy disk, tape, and on-line entry. Each method has pluses and minuses, but at the moment we are using primarily a key-to-disk and disk-to-tape operation for cataloging records. On-line input is used as a secondary method, dependent upon work load and staff availability. However, I must qualify this statement. All records generated at the circulation desks are entered on-line and input of cataloging record changes or deletions are entered to the current "next for update data file" via on-line access.

Let us assume that the data from the cataloging record is now in a file in the computer. A listing of the file is made and it is checked against the worksheets for any possible errors; a cursory review of the thesaurus controlled fields is made. Corrections to the data file are made on-line via the text editor of the CDC computer. The cleaned-up file is then sent through the BASIS Module called FORMS. This program processes data according to data format descriptions contained in the database Data Definition Language (or DDL) and it places documents and control information into the database queue file. The queue file is used to hold data in a standardized format for subsequent processing and eventual entry into the database proper. Once the data has been placed into the queue file, it is checked for correctness by the BASIS utility program VALID. It checks data according to the Validation paragraph of the database DDL. This is the point where the pertinent fields are checked against the Thesaurus. Because this can be a lengthy process, VALID is put through in batch and the resulting printout is reviewed after the job is completed. The routines of file editing and FORMS and/or VALID runs are repeated as often as necessary until the file is ready for updating the database. This usually means two to three runs. However, there are means of short cutting when only a few records are left to be corrected.

Once the data file is clean, it is a simple matter to run the update. When it is completed, a printout is generated listing the various BASIS files affected. Statistics as to term and field posting changes are given. After the update has finished, another in-house program is run automatically which generates a listing of the LC shelf list, or the "M" value in Field 18. In time this will replace the card catalog of the shelf list.

If at a future time a record must be altered (right now most changes seem to be primarily for shelf list information and for updating the note field) it is then a

simple procedure to reenter the affected field as corrected along with the proper record ID and the pertinent action code. In the validation of this data the whole record is reviewed by BASIS and any changes in Thesaurus controlled fields or changes in the DDL are noted as error messages for that record in the FORMS or VALID run. This is one way the database, in a sense, corrects and updates itself. Deletion of a record is merely the proper action code and the record ID noted in a data file.

This then is a brief survey of the process we use to input data to TITLES. I have purposefully avoided giving minute details of our procedures and methods. Much of this is system related and only of real interest if you actually have to do the specific work.

CIRCULATION SYSTEM

by

Alvetta D. Smythe
Margaret A. Bowman

One of the most important functions of the library is to circulate material. This circulation, however, creates a constantly changing inventory problem, due to the fact that holdings are continually being removed and returned.

In circulation, there is a need for the unique characteristics of each item to be recorded, as well as the frequent need for identifying it briefly with a user.

The circulation control function can be automated to eliminate the filing of book cards, to reduce errors through the automatic machine reading of book and user identification, and to speed the book back to the shelf for further circulation.

The Center expected several benefits from the automation of our circulation system. Our library did not have any means for easily compiling lists of materials charged to borrowers. One of the most needed lists is overdue notices. The Carderock Library had never generated these before. There had never been any recall of material except in specific cases on demand. Unfortunately, this resulted in many lost items. Over the years, workers would borrow material, move from project to project, sometimes office to office, and occasionally lend their books to others. When the time came to return their material, either because someone else needed it or because they were leaving the Center, they would have no idea what they owed or the whereabouts of the documents. Our new system provides an up-to-date listing for the user and for the library to be used for any necessary inventory.

In addition, our manual system provided no real way to monitor the status of documents. Material can be placed on "reserve" status to indicate that there is a wait list or that there are instructions to follow before it can be further circulated. Our new system provides us with a clear wait list field for notation for action.

The final product of the system is Computer-Output-Microfiche, or COM. Through the use of COM, multiple copies of the library catalogs, indexes, or lists can be produced or updated inexpensively. This allows easy duplication for distribution and use at other sites. A patron can consult our catalogs anytime without making a journey to the library.

Library material is circulated from several places within the library system using two types of loan periods. One type is for material bought using departmental

funds as opposed to library funds. This item is placed on "indefinite" loan and is circulated directly from the Cataloging Section. The borrower does not receive an overdue notice, but is sent an annual departmental loan list, reminding him of his charges. All other library material is charged out from the circulation desk for a three month period. When an item is removed, it is given a six digit circulation identification number. This is similar to the cataloging identification number Mrs. Dobay mentioned yesterday. The circulation number plus the date, borrower information (which is the name and code in which he works), and the cataloging identification number are later input into the data base via an on-line terminal.

A major advantage of our automated system is the check-in or return procedure. A member of the circulation staff simply keys in the circulation identification number and a "D" for delete. The item is now removed from the circulation records and can be quickly replaced on the shelf for further dissemination.

If a searcher wishes to inquire on-line whether a publication of interest is checked out, he can use two possible strategies. One is to perform a stem search on the prefix of the circulation call number. This is the same number as the cataloging record call number minus the copy number. One can also search using the cataloging record identification to trace own other circulation records.

PRESENTATION OF CIRCULATION OUTPUT

First, we should examine a circulation record as it appears when retrieved on-line. You will notice that the author, the title, and other descriptive information do not appear on the record. They are unnecessary because of the unique nature of the system, see Figure 1. The cataloging records are tied into the circulation records by the identification number. There is no need to repeat the descriptive information in the circulation record. If it's needed, the identification number can be searched and the entire record can then be seen.

CALL NUMBER LISTING

The call number listing is the most important listing for retrieval purposes, see Figure 2. When a user identifies an item of interest in the COM (Library Catalog) or new Accessions Bulletin and cannot locate it on the shelf, the call number listing is searched for the borrower's name and the due date. This listing is updated biweekly.

Example

ITEM 3

CATALOG RECORD ID 663
CIRCULATION CALL NR TJ 151.M 31975C4
BORROWER'S NAME CRAIG O E

ITEM 4

CATALOG RECORD ID 663
CIRCULATION CALL NR TJ 151.M 31975C5
BORROWER'S NAME TATUM S L

Figure 1 - Circulation Records

TH 9445.F 87.N 27

402233 B

NATIONAL FIRE PROTECTION ASSOCIATION
STANDARD FOR OVENS AND FURNACES. DESIGN, LOCATION, AND EQUIPMENT
BORROWER: ROYDHOUSE C E;0407
DUE:12 15 80

NFPA 86A 1977

TH 9446.I 5H 43

406114 A

HEALTH EDUCATION/WELFARE DEPT
WORKING SAFELY WITH FLAMMABLE AND COMBUSTIBLE LIQUIDS
BORROWER: SHIFLETT G M ;2831
DUE:

NIOSH-78-206

TJ 1061.A 83

ROHDE SM

403411 A

ASME. LUBRICATION DIV

TOPICS IN FLUID FILM BEARING AND ROTOR BEARING SYSTEM DESIGN AND OPTIMIZATION

BORROWER: BELT J R ;2800

DUE:

TJ 1063.F 98

406025 A

AMERICAN SOCIETY . . . MECHANICAL ENGINEERS

FUNDAMENTALS OF THE DESIGN OF FLUID FILM BEARINGS. SIX PAPERS

BORROWER: SCHWARTZ J I ;2842

DUE:

Figure 2 - Call Number Index

RECORD NUMBER INDEX

The record number index (Figure 3) lists the item identification or cataloging call number and the corresponding circulation record identification number.

This index helps us in two ways. First, it is used for deleting records for all returned material. In order to delete this record from the master file, the six digit circulation identification number must be known. This is found by searching the index under the appropriate call number.

RESERVE

| | |
|----------|-----------------------|
| A 406138 | QC 145.2.T 28 |
| A 405951 | QC 174.17.P 27N 27 |
| A 405952 | QC 20.R 53V1 |
| A 400038 | QC 372.2.P 57S 67V134 |
| A 402251 | QC 453.S 91 |
| A 406003 | QC 482.D 5K 661974 |
| A 405950 | QC 528.E 4W 81 |
| A 407016 | QC 612.S 8D 13 |
| A 405910 | QC 631.B 331978 |

Figure 3 - Record Number Index

The second purpose of the record number index is to alert the library technician when a returned item is on the reserve list. "Reserve" in the designated column is easily noted when searching the index for the identification number. The technician can then look up the complete record for the item in the Master File Call Number Index to see the wait list or remarks.

BORROWER INDEX

The borrower index (Figure 4) is a listing of all library material charged out and is arranged alphabetically by borrower. It is used primarily for checking-out employees leaving the Center.

FIRST OVERDUE NOTICES

Overdue notices are sent each month to borrowers with overdue short term loans; see Figure 5. In order to standardize the due dates within each month; all loans are

BORROWER: DRAY J:2832 408066 A
TJ 1078.I 611978

AMERICAN SOCIETY . . . LUBRICATION ENGINEERS ASLE-SP-6-1978
INTERNATIONAL CONFERENCE ON SOLID LUBRICATION, 2ND, DENVER, 1978. ASLE PROCEEDINGS
DUE:02 15 81

BORROWER: DUNN E C:2821 400631 B
TJ 151.M 31975C11

MACHINERY'S HANDBOOK A REFERENCE BOOK FOR THE MECHANICAL ENGINEER,
DRAFTSMAN, TOOLMAKER AND MACHINIST. 20TH EDITION
DUE:

BORROWER: DURBIN K A :5210 402389 A
PE 1410.M 42 MATHES J C
DESIGNING TECHNICAL REPORTS. WRITING FOR AUDIENCES IN ORGANIZATIONS
DUE:03 15 80

BORROWER: DUVALL G ;2705 407025 A
TJ 163.25.E 85S 58 SIMEONS C
ENERGY RESEARCH AND DEVELOPMENT PROGRAMMES IN WESTERN EUROPE
DUE:

BORROWER: DYE J A:2810 409450 B
C34771C11

BATTELLE COLUMBUS LABS(OH) BCL-14128-11-1A
FINAL REPORT ON REVIEW, SUMMARY AND INTERPRETATION OF DATA ON THE
HY-130 STEEL WELDMENT SYSTEM
DUE:02 15 80

Figure 4 - Borrower Index

due on the fifteenth of the third month from date of check-out. Overdue notices are issued on the thirteenth day of the third month from check-out date in order to permit a two-week "grace period."

SECOND OVERDUE NOTICES

A borrower will be sent a second overdue notice if he fails to respond to a first overdue notice; in other words, when his library material is two months plus two weeks overdue.

**THE FOLLOWING OVERDUE PUBLICATIONS
WHICH ARE CHARGED-OUT IN YOUR NAME
SHOULD BE RETURNED TO THE LIBRARY.**

**TO RENEW A TITLE, BRING IT TO THE CIRCULATION DESK.
IF ANY ITEMS ARE LOST, NOTE IT BELOW AND
RETURN FORM TO YOUR LIBRARY.**

BORROWER: LARDIS-A E 2863

| | RECORD | DATA BASE |
|--|---------------|----------------------|
| DUE DATE: 15 FEB 80 | 408951 | B |
| TD174M68V2C2 | | |
| MODERN POLLUTION CONTROL TECHNOLOGY. VOLUME 1 – AIR POLLUTION CONTROL | | |

Figure 5 - First Overdue Notice

DELINQUENT BORROWER'S LIST

This list, which is intended for internal use, records the borrowers with overdues who had failed to respond to either the first or second overdue notices. In other words, their holdings are now three months and two weeks overdue. Each person on the list is contacted by the circulation technician and asked to either return the material, renew it, or report it as lost.

LOST LISTING

Periodically, a lost query is done. This query searches the Master File for an alphabetical listing of items designated "lost" in alphabetical order of the borrower's name. Each borrower listed is contacted to renew efforts to find the material and if not found, decisions are made as to replacement or withdrawal from the collection.

These listings can also be viewed on-line. For instance, if a searcher wishes to inquire on-line as to whether a publication is charged out, he can perform a stem search on the prefix of the circulation call number. This is the same number as the cataloging number minus the copy number. When the set formed is displayed, the circulation records are listed for review.

The purpose of overdue notices and close monitoring of circulation is not to keep items on the shelf for archival type reasons, but to improve wider dissemination and use of material. This helps the user. It is very frustrating to identify a book

Example

Who has checked out the seven copies of Machinery's Handbook?

1/CCN=TF J 151.M 31975*ALL

7 TERMS WITH YOUR STEM WERE COMBINED

7 ITEMS SAVED AS SET 1

2/DISPLAY CRS, CCN, BR FOR 1-2

ITEM 1

**CATALOG RECORD ID 663
CIRCULATION CALL NR TJ 151.M 31975C2
BORROWER'S NAME ALIBERTI J A**

ITEM 2

**CATALOG RECORD ID 663
CIRCULATION CALL NR TJ 151.M 31975C3
BORROWER'S NAME ALIBERTI J A**

Figure 6 - Example of Circulation Listing

as being useful and find that it exists in the collection and has been charged out by the same person for years and that they have no idea where it is. We want to avoid this situation as much as possible in the future.

As we have shown, the automated system allows the circulation staff to easily create a listing in whatever format or order needed to aid us in monitoring the circulation of our material. The introduction of overdue notices is viewed by our users as a necessary evil, and will certainly aid in reducing the amount of material that is lost or misplaced. It has been noticed in the Annapolis Laboratory that these reminders have raised the user's awareness of the responsibility to keep up with library material. The flow of material has also improved as items are often returned before a notice is even issued.

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2. Bolef, D., "Computer-Output Microfilm," Special Libraries, Vol. No. 4, pp. 169-175 (Apr 1974).
3. Heiliger, E. M. and P. B. Henderson, "Library Automation: Experience, Methodology and Technology of the Library as an Information System," McGraw-Hill, New York, (1971).

REPORTS SYSTEM BYPRODUCT

by

Sherry Martin

OUTPUT PRODUCTS OF THE LIBRARY SYSTEM

PUBLIC CATALOGS ON COMPUTER-OUTPUT-MICROFICHE

Subject Catalog

Personal Author Catalog

Title Catalog

Report Series Number Catalog

Corporate Source Catalog

REFERENCE PRODUCTS

Literature Search Bibliographies

Bi-Weekly New Accessions Bulletin

Tailor-Made Current-Awareness Bulletin

Center Reports Catalog and Index

OUTPUT PRODUCTS OF THE LIBRARY SYSTEM (Continued)

CIRCULATION LISTINGS

Master List of Circulating Titles by Call-Number and Library

Master List of Circulating Titles by Borrower and Library

Individual Borrower Loan Listings

Record Number/Call-Number Index for Discharging Loans

Secret Inventory Recall Notices

First and Second Overdue Notices

Annual Departmental Loan Reminder Notices

INVENTORY AND COLLECTION CONTROL REPORTS

Subject Thesaurus

Corporate Source Thesaurus

Key-Word-In-Context Index to Thesaurus

Monograph Shelf List

Reports Shelf List

Inventory Copy/Location Shelf List

Monthly Utilization/Production Statistics

REPORT CAPABILITIES

- Ability to Print-Out Search Results in Any Format either at One's Office Terminal or at a High-Speed Printer
- Ability to Create and Modify Reports Interactively Using a Report Editor
- Ability to Store a Library Pre-Defined Report Formats for Subsequent Execution by Users
- Ability to Modify Report Output and Format Based on Values in Data Base Records Using a High-Level Programming Language
- Capability for Performing Logical and Arithmetic Operations
- Reports May Use :
 - Headers and Trailers
 - Left or Right Justified Data
 - Ragged Right for Long Textual Data Elements
 - Data Wrapped Around in Columns in Specified No. of Rows
 - A Variety of Data Formats
 - Numbered Pages

REPORT PRODUCTION AND DISTRIBUTION

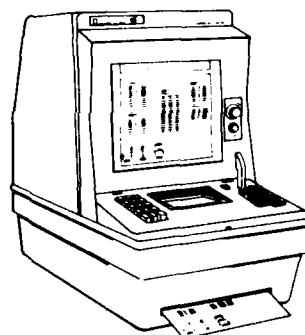
Any Library Report May be Printed:

- On Computer-Output-Microfiche
- In Multiple Copy by Computer-Driven Xerox on Three-Hole Punch Paper
- On-Line at One's Office Terminal
- Off-Line at Any High-Speed Printer

Recurring Library Reports are Produced and Distributed by Data Systems Division According to a Pre-Determined Timetable and Distribution List

AM BRUNING 96

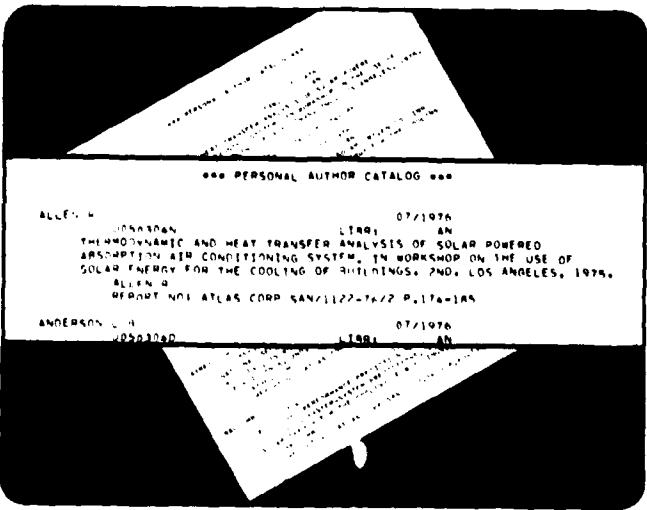
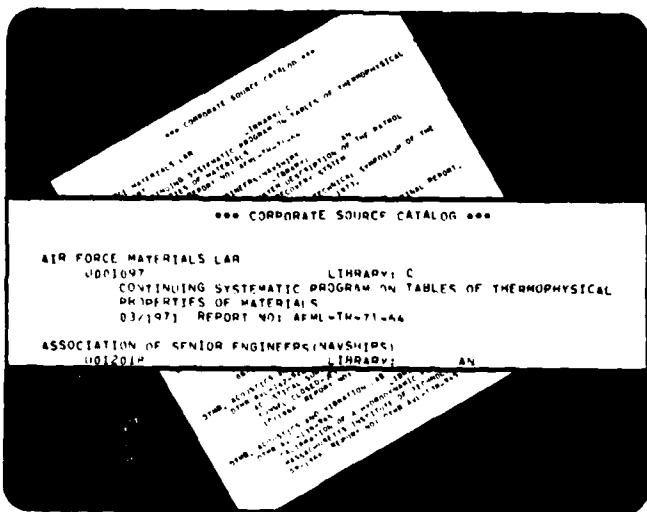
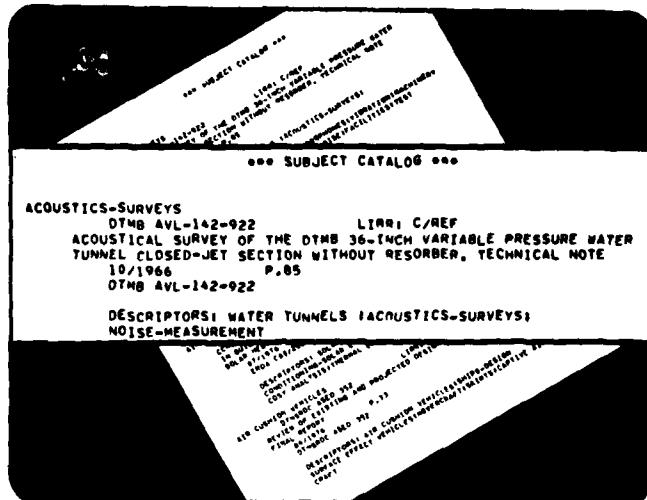
Automated Pushbutton Page/Select Viewer

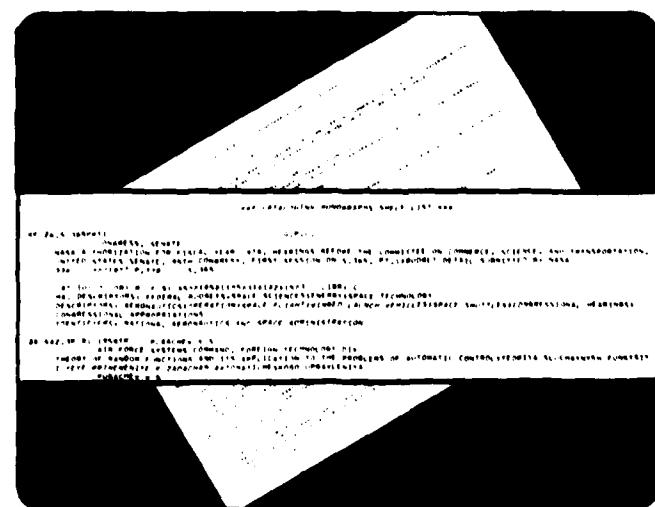
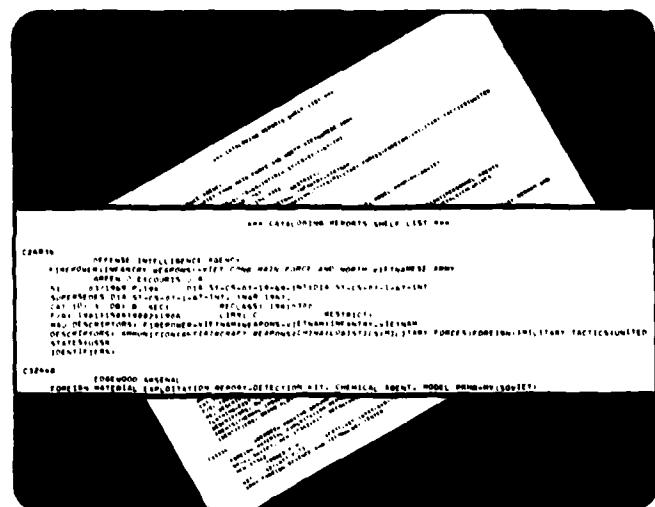
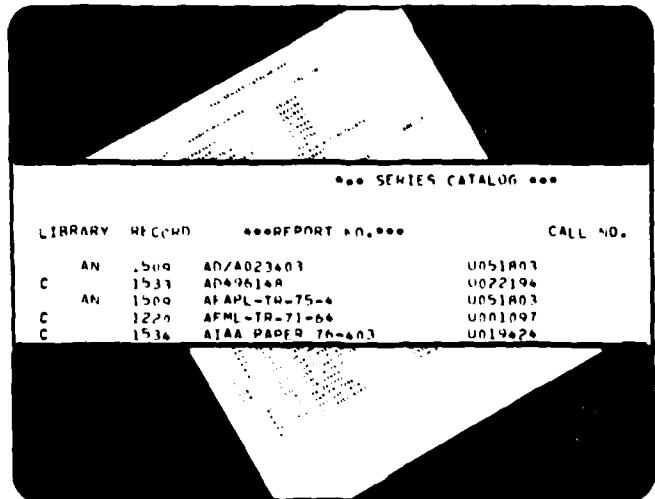


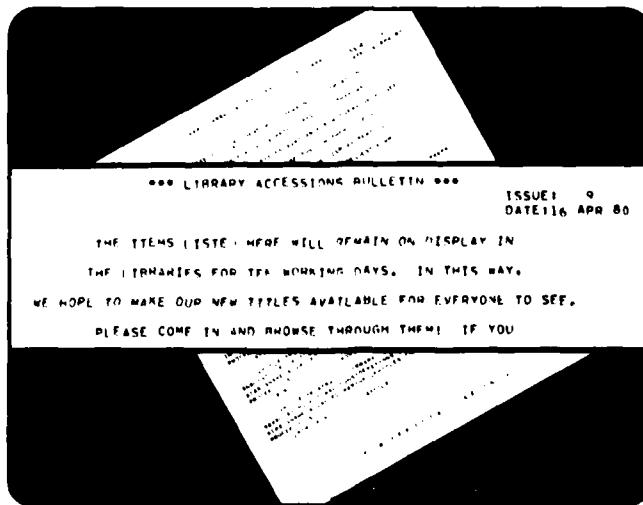
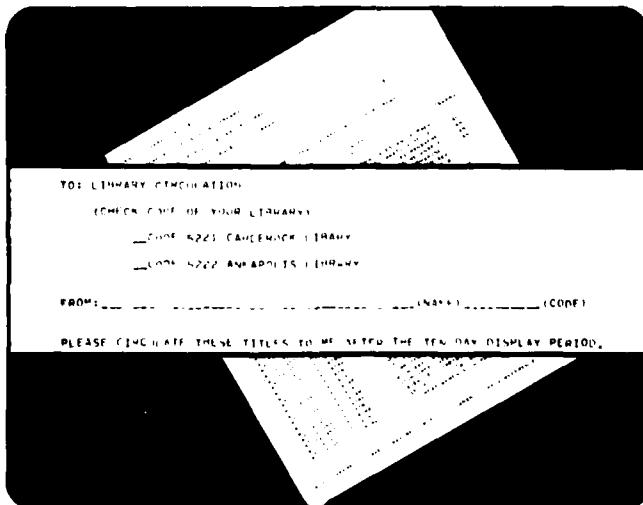
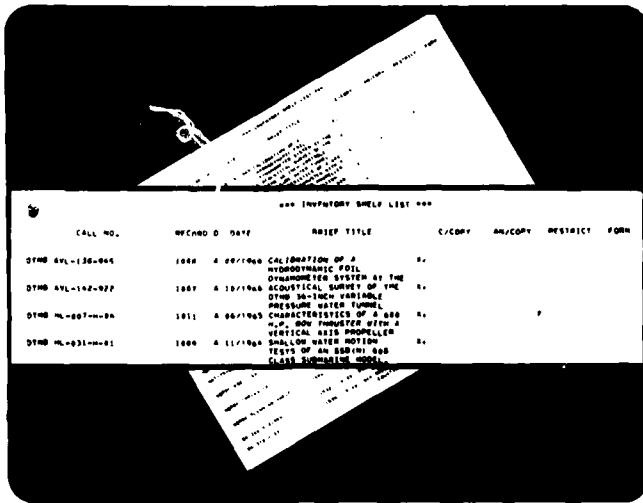
*** TITLE CATALOG ***

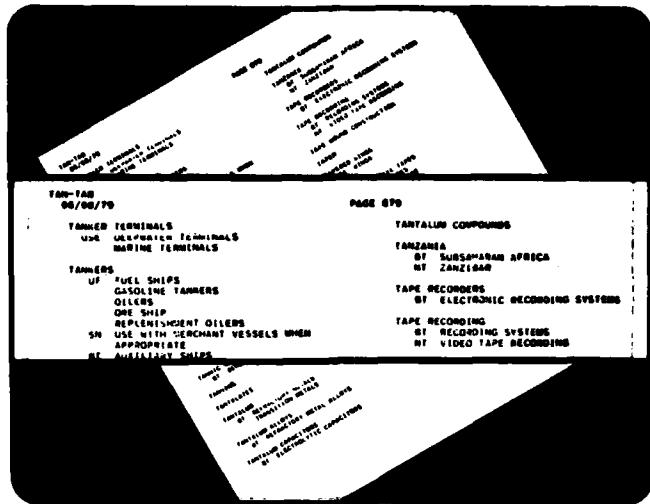
DTMB AVL-142-922 LIBRARY: C/REF
ACOUSTICAL SURVEY OF THE DTMB 36-INCH VARIABLE PRESSURE WATER TUNNEL
CLOSED-JET SECTION WITHOUT WEIR, TECHNICAL NOTE
10/1966 RECORDS: 1007
REF ID: DTMB AVL-142-922

DTMB AVL-139-945 LIBRARY: C/REF
CALIBRATION OF A HYDRODYNAMIC FOIL DYNAMOMETER SYSTEM AT THE
MASSACHUSETTS INSTITUTE OF TECHNOLOGY, TECHNICAL NOTE









INFORMATION RETRIEVAL FEATURES

by

JoAnne Lappin

Responsive information service to our users is the ultimate test of any library system. Because that system is automated does not change good information service practices -- it enhances them by providing new approaches, and, most important of all, more timely service. What used to take the reference staff hours to perform, now takes minutes freeing the staff to provide more comprehensive service than before. The quality of the information retrieved from the library system -- or any system -- is directly proportional to the quality of the indexing. "You cannot make a silk purse out of a sow's ear."

THESAURUS

A thesaurus is important to an information system simply because different people use different terms to denote the same concept. The thesaurus tells those who are indexing documents and those who are searching for information the proper terms to use. The Center Library has developed a two-part Thesaurus for Subjects and Corporate Sources, available both on-line and in printed form. Both parts are extensive lists of thousands of terms that may be used in indexing documents for the data base and for retrieval. Yesterday Mrs. Martin explained the procedure the Library followed in developing the corporate source thesaurus and the preliminary edition of the subject thesaurus. There is still much work to be accomplished on the subject thesaurus. Although the printed version of the thesaurus will be issued annually, the on-line thesaurus will be updated as new terms are required. The subject thesaurus is available from the Defense Technical Information Center (DTIC) as AD No. A082829. The thesaurus includes broader terms, narrower terms, cross references, related terms, abbreviations, and scope notes.

The "Automated Technical Library Systems Users Manual" by Shevra L. Martin is available from DTIC as AD-A081078. This manual explains, in detail, the use of the thesaurus, system commands, and various other features of the library system. I will touch only on the most important and most often used in retrieving information from the system.

The thesaurus may be consulted on-line directly from the retrieval module by entering the term BROWSE as shown in Figures 1 and 2.

ENTER TERM
/JOINING
JOINING
UF CONNECTING
NT * BONDING
NT * THERMAL JOINING
NT * WELDING

ENTER TERM
/WELDING
WELDING
BT JOINING
NT AUTOMATIC WELDING
NT BUTT WELDING
NT * ELECTRIC WELDING
NT * FLOW WELDING
NT * FORGE WELDING
NT * FUSION WELDING
NT GAS WELDING
NT INDUCTION WELDING
NT LASER WELDING
NT * PRESSURE WELDING
NT ROLL WELDING
NT SEAM WELDING
NT STUD WELDING

ENTER TERM
/PRESSURE WELDING
PRESSURE WELDING
BT JOINING
BT WELDING
UF SOLID STATE WELDING
NT COLD WELDING
NT DIFFUSION WELDING
NT ELECTROSLAG WELDING
NT EXPLOSIVE WELDING
NT FRICTION WELDING
NT * RESISTANCE WELDING
NT ULTRASONIC WELDING

ENTER TERM
/RESISTANCE WELDING
RESISTANCE WELDING
BT ELECTRIC WELDING
BT JOINING
BT PRESSURE WELDING
BT WELDING
NT ELECTROSLAG WELDING
NT FLASH WELDING
NT PERCUSSION WELDING
NT UPSET WELDING
RT FUSION WELDING

Figure 1 - BROWSE - Subject Thesaurus

ENTER TERM
/NAVAL RESEARCH LAB*

LEAD TERMS WITH THIS STEM ARE
NAVAL RESEARCH LAB(DC)
NAVAL RESEARCH LABORATORIES

ENTER TERM
/NAVAL RESEARCH LAB(DC)

NAVAL RESEARCH LAB(DC)

SN FOR LOWER ORGANIZATIONAL LEVELS SEE NRL(LOWER ORG
SN LEVEL) EX-NRL. OPERATIONS RESEARCH BRANCH
BT NAVY DEPT
BT OFFICE OF NAVAL RESEARCH
AB NRL
NT MAURY CENTER FOR OCEAN SCIENCE
NT NRL. CYCLOTRON BRANCH
NT NRL. MATHEMATICS RESEARCH CENTER
NT NRL. OPERATIONS RESEARCH BRANCH
NT * NRL. OPTICAL SCIENCE DIV
NT NRL. REMOTE SENSING OCEANOGRAPHY PROJECT
NT NRL. SHOCK AND VIBRATION INFORMATION CENTER
NT NRL. SPECIAL COMMUNICATIONS BRANCH
NT * NRL. UNDERWATER SOUND REFERENCE DIV
NT ONR. ACOUSTIC ENVIRONMENTAL SUPPORT DETACHMENT

ENTER TERM
/NRL. UNDERWATER SOUND REFERENCE DIV

NRL. UNDERWATER SOUND REFERENCE DIV
BT NAVAL RESEARCH LAB(DC)
BT NAVY DEPT
BT OFFICE OF NAVAL RESEARCH
UF NRL. UNDERWATER SOUND REFERENCE DETACHMENT
NT NAVY UNDERWATER SOUND REFERENCE LAB(FL)

Figure 2 - BROWSE - Corporate Source Thesaurus

The on-line thesaurus differs from the printed form in that every broader term (BT) for a lead term is listed so that the entire top of the hierarchy is displayed. In the printed version, only the next higher level appears. An * to the left of a term indicates that there are narrower terms (NT) available. The entire bottom of the hierarchy may be traced by entering each starred term one at a time.

Since a thesaurus term may not exceed 53 characters, abbreviations are used in the corporate source thesaurus. This not only reduces the thesaurus storage costs, but also frees the searcher from making typing errors. For example, "DTNSRDC" is so much easier to type error-free than is the full name for which it stands. Abbreviations may also be used in the subject thesaurus for long terms for which there are

common abbreviations, such as SES for surface effect ships or RPV for remotely piloted vehicles.

When a record is input to the data base the system automatically indexes that record against every term defined in the thesaurus as a broader term. For example, if the corporate author Naval Underwater Sound Reference Lab is assigned, the system will automatically up-post the document record to appear also under the index entries for NRL Underwater Sound Ref. Div., NRL, ONR, and Navy Dept. A search on a term will automatically retrieve all documents indexed with any of the narrower terms with duplicate records deleted.

While the thesaurus may be "browsed" on-line or consulted in printed form, it is not necessary to use the thesaurus directly while searching. Several synonym-switching relationships from the thesaurus are automatically duplicated in the index. These switching relationships generate messages during a retrieval session that refer the user from nonused terms to similar but permitted terms. These are the USE, USE AND, and USE OR cross references which appear in the printed thesaurus. Not only is the user referred to the proper term, but a document set will be created saving time in the search session (Figure 3).

| Symbol | Meaning | |
|---------|---|--|
| USE | USE | 2/BUNKER OILS |
| | | USE DE=RESIDUAL FUELS |
| | | 7 ITEMS SAVED AS SET 2 |
| USE AND | Combine all given terms | The system will automatically retrieve and combine appropriate terms. For example: |
| | | 5/HIGH TEMPERATURE GAS TURBINES |
| | | 74 USE DE=GAS TURBINES |
| | | 33 AND DE=HIGH TEMPERATURE |
| | | 7 ITEMS SAVED AS SET 5 |
| USE OR | Select one or more of the following terms | 6/ENERGY USAGE |
| | | DO YOU MEAN ... |
| | | .ITEMS. TERM |
| | | A 80 DE=ENERGY CONSUMPTION |
| | | B 23 DE=ENERGY DEMAND |
| | | PICK LETTERS TO COMBINE |

Figure 3 - System Generated Cross References

On-line retrieval in the Library system is performed either through searching the on-line index or through a "free-text" search of a document set, or by a combination of both methods.

The index is an alphabetical list of data elements that is created and updated with each data base update. Only data elements that are frequently requested in a reference search are pulled out and added to the index. Figure 4 shows those fields which may be searched directly on-line. Fields which are not indexed such as title, author, or report series may be scanned by free-text searching of the full record.

| FIELD NO. | SEARCH MNEMONIC | NAME | RANGED FIELD |
|-----------|---|---|--------------|
| 1 | ID | RECORD ID | X |
| 4 | RED | RECORD ENTRY DATE | X |
| 7 | CS | CORPORATE SOURCE | |
| 13 | PD | PUBLICATION DATE | X |
| 18 | SL | SHELF LIST CODE | |
| 22 | LC | CARDEROCK OWNERSHIP | |
| 24 | LAN | ANNAPOLIS OWNERSHIP | |
| 28 | FG | FIELD/GROUP (BROAD SUBJECT AREA) | |
| 29 | DE (FOR RETRIEVAL) MDE (FOR SORT AND DISPLAY) | MAJOR DESCRIPTORS | |
| 30 | DE | SPECIFIC DESCRIPTORS | |
| 31 | DE (FOR RETRIEVAL) IDT (FOR SORT AND DISPLAY) | IDENTIFIERS (OPEN-ENDED TERMS) | |
| 32 | TYP | CENTER DOCUMENT TYPE | |
| 33 | WU | WORK UNIT NUMBER | |
| 36 | RD | RECLASSIFICATION DATE | |
| 46 | CCN | CIRCULATION CALL NUMBER | |
| 48 | CRS | CORRESPONDING CATALOGING RECORD NUMBER FOR CIRCULATION RECORDS | |
| 49 | LIB | CIRCULATING LIBRARY | |
| 51 | BR | BORROWER'S NAME AND CODE | |
| 53 | DD | DUE DATE | X |
| 55 | ILL | INTERLIBRARY LOAN | |
| 61 | LS | LOST | |
| | | | |
| RANGE | OPERATORS | | |
| EQ, IS, = | - EQUAL | | |
| GT | - GREATER THAN | | |
| LT | - LESS THAN | | |
| GE | - GREATER THAN OR EQUAL TO | | |
| LE | - LESS THAN OR EQUAL TO | | |
| NE | - NOT EQUAL TO | | |
| BT,/ | - BETWEEN, ENDPOINTS INCLUDED | | |
| BX | - BETWEEN, ENDPOINTS EXCLUDED | | |

Figure 4 - Indexed Fields

It is not necessary to precede subject queries with a field mnemonic. However, all other queries must be preceded with the field mnemonic.

Certain fields are indexed according to predefined numeric ranges. To provide more efficient retrieval these recorded fields are searched using relational operators such as GE (greater than), LE (less than), etc. The document sets are combined by enclosing, in parentheses, the set numbers with Boolean expressions.

The library data base is presently operational on the Center's CDC 6000 series computer system. In the near future it is hoped that the data base will be transferred to a minicomputer. Then response time will be faster and more economical.

Those who wish to use the Library system must obtain a Computer System USER NAME and ACCESS NUMBER, and a BASIS USER ID from the Library Data Base Administrator.

The BASIS USER ID defines which records in the data base may be seen and also provides the user with a personal "scratch pad" or "user file" for recording pre-designed formats for selective dissemination of information (SDI) profiles and other commonly used search statements. This will be explained later. Figure 5 shows a typical log on and log off procedure.

```
NSRDC 6600 INTERCOM V 4.6
DATE 04/21/80
TIME 12.04.20
LOGIN, CRPILIB09, SUP

IIIIIIII ENTER ACCESS NUMBER .
COMMAND - ETL, 500

COMMAND - SCREEN, 80

COMMAND - FETCH, BASIS, BASIS

COMMAND - BASIS, ID=CRAD, DB=CRMD

BASIS 4.0 R26H 791002

WELCOME TO THE DTNSRDC LIBRARY DATA BASE
THE LAST UPDATE WAS 800409 AT 143855
ENTER YOUR REQUEST
1/END

DTNSRDC LIBRARY DATA BASE USAGE TERMINATED

GOODBYE
COMMAND - LOGOUT

CPA 66.550 SEC
SS 80.269 SEC
EST. SYSTEM COST $ 11.80
EST. CONNECT COST $ 6.00
CONNECT TIME 1 HRS. 12 MIN.
04/21/80 LOGGED OUT AT 13.16.05.
```

Figure 5 - Logging On and Off

Figure 6 describes the most commonly used commands for information retrieval. There are many others, such as CLOCK, ABORT, EXPLAIN, LIST, which are described in full in the users manual.

| BASIS COMMAND | FUNCTION |
|----------------------|---|
| BROWSE | TERM SEARCH OF ON-LINE THESAURI |
| FIND | "STACKING" OF SEARCH PARAMETERS WITH BOOLEAN OPERATORS |
| LOOK | LOOK (TERM) 6 ADJACENT TERMS LOOK* COMMON STEM TERMS LOOK** TERMS WITH SAME PREFIX (26 DISPLAYED) |
| SCAN | "FREE TEXT" SEARCH OF FULL RECORD |
| SORT | ASCENDING/DESCENDING SORT ON ANY FIELD OR ANY OCCURENCE IN A FIELD |
| SET | MODIFIES DISPLAY FORMAT, E.G., FIELD LABELS OR NUMBERS ON OR OFF |
| DISPLAY | PRINTS RESULTS ON-LINE |
| PRINT | PRINTS RESULTS OFF-LINE |
| TITLE | TITLES ON OFF-LINE PRINT |

Figure 6 - BASIS Commands

Terms may be entered one at a time with a document set created for each term. However, it is more efficient to stack the requests in one complete Boolean expression.

The FIND command (Figure 7) allows a searcher to stack multiple requests with Boolean logic.

If the search statement is lengthy it may continue to a second line (a plus sign (+) and a carriage return are used to continue the statement). The FIND command will list all the interim sets and combine to display the final result. If you do not wish to see the interim sets, end the FIND statement with END NOLIST. Only the final results will be displayed. However, if you later decide you wish to see one or more of the interim sets, they may be recalled by "FINDING" that set number.

Many times we do not know the proper form for entering a search term. In a card catalog, it is possible to "thumb" through the cards at the approximate

1/GEARS

13 ITEMS SAVED AS SET 1

2/PD GE 19650000

7916 ITEMS SAVED AS SET 2

3/FIND DEFORMATION OR HARDENED STRUCTURES OR STRESS* OR "LOADS(FORCES)"*+
FIND...OR "FATIGUE(MECHANICS)" AND PD GE 19650000

* 70 3/ DEFORMATION
* 3 4/ HARDENED STRUCTURES
* 464 5/ STRESS (27 TERMS COMBINED)
* 217 6/ LOADS (FORCES)
* 221 7/ FATIGUE(MECHANICS)
* 7916 8/ PD GE 19650000
* 757 9/ DEFORMATION OR HARDENED STRUCTURES OR STRESS* OR "LOAD"+

10/FIND DEFORMATION OR HARDENED STRUCTURES OR STRESS* OR "LOADS(FORCES)"*+
FIND...OR "FATIGUE(MECHANICS)" AND PD GE 19650000 END NOLIST

* 757 16/ DEFORMATION OR HARDENED STRUCTURES OR STRESS* OR "LOAD"+

17/FIND 13

* 217 17/ 13

18/(1 AND 16)

2 ITEMS SAVED AS SET 18

Figure 7 - FIND Command

alphabetic location of the desired term. It is not required for a searcher to know the precise format and spelling of a desired term. Remember that the thesaurus provides the index with a "synonym-switching" capability which directs you from an incorrect term to the preferred term.

In some cases it is helpful to browse through the on-line index to see how terms were entered as well as to see other terms with the same stem. The LOOK command (Figure 8) is used to display term lists from the data base index in three ways, showing: six adjacent terms, or terms with the same stem, or terms with the same prefix. Remember this on-line index includes terms from all indexed fields not just the subject term. For example, call numbers, corporate sources, or series numbers may appear in your stem or prefix searches.

Most search requests will be satisfied with searches through the data base index. This is an extremely efficient method because it does not look at actual data records. There are some drawbacks to this method, however.

1. Searches can be satisfied only if the document has been indexed under the entered term or

2. A search might be required on one of the data elements not picked up for indexing at all, such as limiting a search by number of pages or by personal author. A sequential search which looks at the actual bibliographic records in the master file may be used to overcome these drawbacks.

The SCAN command (Figure 9) is used to perform a "free-text" search on a document set and is used when direct index searches do not provide sufficiently specific results.

A SCAN command may be constructed in much the same way as a FIND command to form a complete search statement with Boolean logic. After the tests are performed, they will be combined. If you do not wish to combine the tests until you have seen the results of the SCAN, use ALSO instead of the Boolean expressions. Up to 5000 records may be scanned.

The command may total 1000 characters and may continue to a next line. All of the tests cited will be performed on one pass over the document set. For this reason, all desired tests on a specific set should be entered in one SCAN command.

The SCAN command can be used to do both word and character distance searching. Quite often it is useful to be able to search for any word with a given root or suffix. Special open characters to provide this capability and to allow pattern matching are used.

19/LOOK GEAR

.ITEMS. TERMS
A 1 DE=GBU-2(GUIDANCE + CONTROL SYSTEM)
B 1 DE=GCBR
C 2 DE=GE SPE
***** YOUR TERM *****
D 1 DE=GEAR BOXES
E 3 DE=GEAR NOISE
F 5 DE=GEAR TEETH
MORE TERMS ARE AVAILABLE
PICK LETTERS TO COMBINE
19/MORE

19/LOOK GEAR*

.ITEMS. TERMS
A 1 DE=GEAR BOXES
B 3 DE=GEAR NOISE
C 5 DE=GEAR TEETH
D 1 DE=GEAR-GRINDING MACHINES
E 1 DE=GEAR-HOBING MACHINES
F 4 DE=GEARBOXES
G 13 DE=GEARS
END OF TERMS WITH YOUR STEM
PICK LETTERS TO COMBINE

19/LOOK GEAR**

.ITEMS. TERM
A 1 DE=GEAR BOXES
B 3 DE=GEAR NOISE
C 5 DE=GEAR TEETH
D 1 DE=GEAR-GRINDING MACHINES
E 1 DE=GEAR-HOBING MACHINES
F 4 DE=GEARBOXES
G 13 DE=GEARS
H 1 DE=GEIGER COUNTERS
I 1 DE=GEL FILTRATION CHROMATOGRAPHY
J 2 DE=GEL PERMEATION CHROMATOGRAPHY
K 1 DE=GELLED ELECTROLYTE
L 3 DE=GELS
M 1 DE=GEMJR COMPUTER PROGRAM
N 1 DE=GEMS(GENERAL EQUATION MODELING SYSTEM)
O 2 DE=GEMS(MINERALS)
P 1 DE=GENDA COMPUTER PROGRAM
Q 1 DE=GENERAL AMERICAN TRANSPORTATION COMPANY
R 2 DE=GENERAL BENDING RESPONSE PROGRAM
S 1 DE=GENERAL DYNAMICS CORP(CT) ELECTRIC BOAT DIV
T 1 DE=GENERAL ELECTRIC CO(CT)
U 1 DE=GENERAL ELECTRIC CO(NY)
V 1 DE=GENERAL ELECTRIC COMPANY
W 1 DE=GENERAL ELECTRIC J79, CFG
X 1 DE=GENERAL ELECTRIC LM 2500 MARINE GAS TURBINE ENGINES
Y 1 DE=GENERAL ELECTRIC SHIPBOARD WASTE TREATMENT SYSTEM
Z 1 DE=GENERAL PURPOSE BOMBS
MORE TERMS ARE AVAILABLE
PICK LETTERS TO COMBINE

Figure 8 - LOOK Command

"FREE-TEXT" SEARCH OF THE FULL CATALOGING RECORD. SCAN STATEMENT MAY BE "STACKED" NOT TO EXCEED 1000 CHARACTERS.

DISTANCE SEARCH OPERATORS

| | |
|----------|--|
| W = N | THE WORDS MUST BE N WORDS APART |
| W < N | THE WORDS MUST BE < N WORDS APART |
| W > N | THE WORDS MUST BE > N WORDS APART |
| ADJ | THE WORDS MUST BE 0 WORDS APART |
| INCLUDES | INCLUDES THE WORDS OR STRINGS |
| INC | INCLUDES THE WORDS OR STRINGS |
| SS | INCLUDES THE WORDS OR STRINGS IN THE SAME SENTENCE |
| SF | INCLUDES THE WORDS OR STRINGS IN THE SAME FIELD |
| C = N | THE WORDS OR STRINGS MUST BE N CHARACTERS APART |
| C < N | THE WORDS OR STRINGS MUST BE < N CHARACTERS APART |
| C > N | THE WORDS OR STRINGS MUST BE > N CHARACTERS APART |

EXISTENCE OPERATORS

| | |
|----|---------|
| PR | PRESENT |
| AB | ABSENT |

OPEN CHARACTERS 26

| | |
|----|--|
| * | MATCHES ANY NUMBER OF CHARACTERS OF ANY KIND |
| @ | MATCHES ANY LETTER (A TO Z) |
| ! | MATCHES ANY DIGIT (0 TO 9) |
| \$ | MATCHES ANY LETTER OR DIGIT |
| - | MATCHES ANY NON ALPHA-NUMERIC CHARACTER |
| ? | MATCHES ANY CHARACTER |

Figure 9 - SCAN Command

Figure 10 illustrates a few of the capabilities of the SCAN command, for example:

1. The * open character lets a user do suffix, prefix, and infix searches.
2. You may search for the presence or absence of a field or a particular occurrence field.
3. An equality test checks to see if the contents of a field or subfield are exactly the same as a user-supplied phrase. This differs from the simple SCAN command, which tests to see if the user-supplied phrase occurs anywhere in a given field or subfield.
4. The contents of two field elements may be compared using the relational operators.

SCAN COMMAND

| | |
|--|--|
| AU AB | The AU field must be absent |
| AU=JONES | The AU field must be "JONES" |
| AU NE SMITH | The AU field must not be "SMITH" |
| ID=ABC* | The ID field must start with "ABC" |
| ID=*XYZ | The ID field must end with "XYZ" |
| ID=ABC*XYZ | The ID field must start if "ABC" and must end with "XYZ" |
| ID=@!!! | The ID field must be one letter followed by three digits. |
| II COMPUTER1@ED | Will retrieve from the TI field computerized or computerised. |
| DE CON* | The DE field must contain a word starting with "CON" |
| DE *ING | The DE field must contain a word ending with "ING" |
| DE CON*ING | The DE field must contain a word starting with "CON" and ending the "ING" with any number of middle characters. |
| TI,#AB INC COMPUT* | Either the TI field or the AB field contains a word starting with "COMPUT" |
| DE CON* W<6 COM* | The DE field must contain a word starting with "CON" that is followed within six words by a word starting with "COM" |
| 31/SCAN=18 TI VOLATILE AND TI GEAR ADJ LUBRICANT* AND CN U !!!!! | |
| * 1 31/ SCAN 18 TI VOLATILE | |
| * 1 32/ SCAN 18 TI GEAR ADJ LUBRICANT* | |
| * 1 33/ SCAN 18 CN U !!!!! | |
| * 1 34/ SCAN 18 TI VOLATILE AND TI GEAR ADJ LUBRICANT* | |

Figure 10 - SCAN Command Examples

For example, some records on the data base are not physically located in the library and, therefore, have no call number. The call number (CN) is the same as the record number (ID). A SCAN can be performed requesting that the ID be the same as the CN (SCAN ID=CN) to identify the number of such records in the data base.

The system generates error messages indicating where and what type of error has been made in the search statement. For example, if multiple fields are to be displayed, the fields mnemonics are separated by commas. The asterisk in Figure 11 points to the location of the error. A semicolon was used improperly in this example.

ERROR MESSAGES

```
75/DISPLAY TI;MDE,DE, IDT
USER ERROR
DISPLAY TI;MDE,DE, IDT
*
```

USER ERROR. SYNTAX ERROR IN FIELD/MAP NAMES LIST

```
26/FIND BUCKLING OR "FATIGUE(MECHANICS) OR "FRACTURE(MECHANICS)"
USER ERROR
GUE(MECHANICS) OR "FRACTURE(MECHANICS)"
*
```

USER ERROR. EXPECTING LOGICAL OPERATOR, PARENTHESES, OR END

```
62/SCAN LUBRICANT,TRANSMISSION*
*
```

USER ERROR. NO SUCH FIELD NAME/NUMBER

Figure 11 - Error Messages

After retrieving a document set and before reviewing the results via the DISPLAY or PRINT commands, it is sometimes helpful to first sort the document records in some meaningful order. The default order of records in a document set is numerically by record number.

With the SORT capability, a user can sort a document set defined by any previous line number in either ascending or descending order by any field, by occurrence within a field, or by any combination of fields.

The records not containing the sort key will appear first in the listing or, if sorted in descending order, will appear last.

If you do not wish to display the records that do not contain the sort key, the drop parameter may be added at the end of your SORT statement. Figure 12 shows some uses of the SORT command.

SORT Command

| | |
|-----------------------|--|
| SORT TI | Will sort the last document set alphabetically by title |
| SORT Line=7 TI | Will sort the document set defined by line 7 alphabetically by title |
| SCRT Line=2 MDE,PD,TI | Will sort line 2 by major descriptors; within major descriptors by publication date; and then by title |
| SORT PD/D, TI/D | Will sort the last set in descending chronological order of publication date; and within each date, in descending alphabetical order of title (Z to A) |
| SORT FG(1)AU(1) | Sorts on the first occurrence of the field/group and author fields |
| SORT DE(*) | Sorts on each subject descriptor** (a title with three subjects will appear three times) |
| SORT TI(1:80) | Sorts on the first 80 characters of the title (the default is the first 60 characters) |
| SORT CS(*) | Sorts on all corporate authors |
| SORT TI(1)(1:150)/D | Sorts in reverse alphabetical order on the first 150 characters of the first title |
| SORT FG(1) DROP | Will sort records by the first occurrence of the field/group field and will drop from the set any records for which the first FG was omitted |
| SORT Line=1 PD/D DROP | Will sort the first document set so that most current titles will be placed first; records showing no publication date will be dropped |

Figure 12 - SORT Command

With the SET command, a searcher may change values for parameters that control the mode of the terminal session. After logging out, the values of all parameters revert to their default values set by the Data Base Administrator. For example, the default for field name or label is "on"; if you do not wish to see the labels, enter SET HEAD OFF.

It is sometimes useful to limit your search to a portion of the data base. For example, if you were interested in work sponsored or performed by the Navy, you

would form a set of all Navy-authored reports and declare that set to be the "universe." Each set selected thereafter will be effectively ANDed with the universe. Figure 13 shows the use of the SET command.

SET COMMAND

| | |
|----------|---|
| FIELD | SET FIELD NUMBERS ON/OFF |
| HEADINGS | SET HEADING LABELS ON/OFF |
| ITEMS | SET RECORD COUNT ON/OFF |
| TALK | TALK LEVEL: 0=EXPERT, 1=STANDARD, 2=NOVICE |
| UNIVERSE | SET SEARCHING TO A SUBSET OF THE DATA BASE UNIV=1 MEANS ONLY USE THE SUBSET DEFINED BY LINE 1 FOR FINDING TERMS IN THE DATA BASE INDEX |

SEARCH EXAMPLE: 3/CS=NAVY DEPT

341 ITEMS SAVED AS SET 3
4/SET UNIV=3

4/ENERGY CONSERVATION
25 ITEMS SAVED AS SET 4
IN YOUR DATA BASE SUBSET, LINE=3

Figure 13 - SET Command

Six bibliographic forms (shown in Figure 14) for listing literature search results are available for display or for printing off-line. They sort records by call number rather than by record number to facilitate the physical retrieval of the desired documents. If desired, formats 5 and 6 may be sorted by publication date in descending order. Format 1 is useful to add to a lengthy literature search to provide the user with an order form for items he may wish to see.

The fastest way to review selected records at your terminal is with the DISPLAY command. The fields may be field mnemonics, or ALL. The item numbers may be ALL or a range of numbers. Another important function of DISPLAY is to print a single record from the MASTER file.

The PRINT command will print search results on an off-line high-speed printer. It allows a user to title bibliographies with the TITLE command, which should be entered before the PRINT command.

1

VM 753.S 671978I

LIBRARY: C/REF AN

RECORD: 4275

2

VM 753.S 671978I

LIBR: C/REF AN

00/1979 REC: 4275

USEFULNESS OF QUASI-STEADY APPROACH FOR ESTIMATION OF PROPELLER
BEARING FORCES. IN PROPELLERS 78, SYMPOSIUM, VIRGINIA BEACH, VA,
1978

3

VM 753.S 671978I

LIBR: C/REF AN

00/1979 REC: 4275

USEFULNESS OF QUASI-STEADY APPROACH FOR ESTIMATION OF PROPELLER
BEARING FORCES. IN PROPELLERS 78, SYMPOSIUM, VIRGINIA BEACH, VA,
1978

DESCRIPTORS: PROPELLERS(MARINE)-LOADS(FORCES); SHIP WAKE;
PROPELLER SHAFTS
JAPAN

4

VM 753.S 671978I

LIBRARY: C/REF AN

USEFULNESS OF QUASI-STEADY APPROACH FOR ESTIMATION OF PROPELLER BEARING

FORCES. IN PROPELLERS 78, SYMPOSIUM, VIRGINIA BEACH, VA, 1978

00/1979 PP.20 SASAJIMA T

SNAME-T/R-S-6-P-11

FOR PRIMARY DOCUMENT, SEE VM 753.S 671978, P.11-1 - 11-20.

5

VM 753.S 671978I

LIBRARY: C/REF AN

USEFULNESS OF QUASI-STEADY APPROACH FOR ESTIMATION OF PROPELLER

BEARING

FORCES. IN PROPELLERS 78, SYMPOSIUM, VIRGINIA BEACH, VA, 1978

00/1979 PP.20 SASAJIMA T

SNAME-T/R-S-6-P-11

FOR PRIMARY DOCUMENT, SEE VM 753.S 671978, P.11-1 - 11-20.

DESCRIPTORS: PROPELLERS(MARINE)-LOADS(FORCES); SHIP WAKE;

PROPELLER SHAFTS

JAPAN

IDENTIFIERS: BEARING FORCES

6

VM 753.S 671978I

LIBRARY: C/REF AN

SASAJIMA T SNAME

MITSUBISHI HEAVY INDUSTRIES LTD(JAPAN)

USEFULNESS OF QUASI-STEADY APPROACH FOR ESTIMATION OF

PROPELLER

BEARING FORCES. IN PROPELLERS 78, SYMPOSIUM, VIRGINIA BEACH,

VA.

1978

00/1979 PP.20 SNAME-T/R

-S-6-P-11

FOR PRIMARY DOCUMENT, SEE VM 753.S 671978, P.11-1 - 11-20.

DESCRIPTORS: PROPELLERS(MARINE)-LOADS(FORCES); SHIP WAKE;

PROPELLER SHAFTS

JAPAN

IDENTIFIERS: BEARING FORCES

Figure 14 - "TITLES" Bibliographic Formats

Prints are automatically routed to the off-line printers at the computer site unless they are specifically routed to another printer. As shown in Figure 15, the printed search will include a listing of the document sets created in the search session.

Because of the recurring nature of many functions, the library system provides a capability called PROFILE which allows users to save search statements, output requests, etc., or to save a search session for later completion, for example, a demonstration.

There are two profile files available (1) the data base profile file which consists of profiles available to all searchers and may be changed only by the Data Base Administrator, and (2) the profile files associated with each BASIS USER ID. The six bibliographic formats mentioned earlier for listing literature search results are data base profiles.

Every user is provided a profile file associated with his or her BASIS ID that can be used for setting up and executing one's own profiles.

Several PROFILE commands exist to create, edit, execute, delete, and manipulate profiles.

Profiles may contain parameters that are enclosed in square brackets and a value may be supplied for these at execution time. Profiles may execute other profiles.

The MAKE command is illustrated in Figure 16 and allows a user to build a profile for later execution without actually retrieving or using any document sets. The SDI profiles or common search requests such as unclassified records only or topics such as displacement ships may be created and executed at a later date.

The "/EXECUTE" and the "Profile Name" will execute profiles that had been created. Enter "/DELETE" and the profile name will delete that profile.

Individual user ID profiles may be accessed only by logging into the Library Data Base with the appropriate user ID.

This concludes my brief survey of the retrieval feature of the Library System.

19/DISPLAY CN, TI, AU FOR 1

ITEM 1

CALL NUMBER VM 605.M 42
TITLE MATERIALS FOR MARINE MACHINERY
PERSONAL AUTHOR FREDERICK S H; CAPPER H

20//5

THE FOLLOWING ARE PARAMETERS TO BE SATISFIED
LINE?18

U059125 LIBRARY: AN
INVESTIGATION OF A VOLATILE ADDITIVE TO A GEAR LUBRICANT FOR HIGH
PERFORMANCE MECHANICAL POWER TRANSMISSIONS
00/1965 PP.82 AKIN L S
DOUGLAS-PAPER-3217
PRESENTED AT THE AMERICAN GEAR MANUFACTURERS ASSOC ANNUAL
CONVENTION, DENVER, CO, 1965.

40/TITLE GEAR STRESSES AND LOADS

40/PRINT =18 BIB FOR ALL

ORDER NUMBER 800421-120653-CRUA -001-001 WITH 2 OF 2 ITEMS
WILL BE PRINTED OFF-LINE

40/ROUTE(RID="001")

PLEASE ENTER YOUR MAILING ADDRESS TO LABEL YOUR PRINTS.
SEPARATE EACH LINE WITH A COLON.
ADDRESS...LARRY BECKER CODE 1720

LARRY BECKER CODE 1720

CORRECT ADDRESS (YES NO)?
/YES

ORDER NUMBER 800421-120653-CRUA -001 ROUTED (1 PRINTS).

Figure 15 - DISPLAY, TITLE, and PRINT Commands

PROFILE

7/ /MAKE DISPLACEMENT SHIPS (CURRENT)

ASSUME YOU WANT TO ENTER LINES OF TEXT
ENTER = TO TERMINATE AND

100=SHIPS

110=FIND SUBMARINES OR SURFACE EFFECT SHIPS OR ±
FINE ...HYDROFOIL*

120=PD GE DATE

130=(1 AND 3 AND NOT 2)

140==

-

==> EXIT

10/ /DISPLACEMENT SHIPS(CURRENT)

THE FOLLOWING ARE PARAMETERS TO BE SATISFIED
PD? 19740000

10/ SHIPS
1040 ITEMS

11/ SUBMARINES OR SURFACE EFFECT SHIPS OR
312 ITEMS

12/ PD GE 19740000
48 ITEMS

13/ (10 AND 12 AND NOT 11)
44 ITEMS

NOTE: The profile is executed and the line numbers
are adjusted automatically.

Figure 16 - Profile Creation

BUSINESS SESSION

MINUTES OF THE 38TH CONSATL MEETING 23-25 APRIL 1980

The 38th workshop and meeting of the Council of Navy Scientific and Technical Librarians (CONSATL) was held on 23-25 April 1980 at the David W. Taylor Naval Ship Research and Development Center, Bethesda, Maryland. Forty-five representatives from 29 member installations were in attendance.

The workshop officially began at 0900 on Wednesday, 23 April, with welcoming remarks by the host, Michael Dankewych. The group was then officially welcomed in turn by Miss Clara Bias, Head, Technical and Administrative Services Department, and Captain M. V. Ricketts, Commander, DTNSRDC. Dr. Dankewych concluded the opening by introducing Ms. Myrtle Rhodes, CONSATL chairperson.

The technical session began with a talk by Dr. Dankewych entitled "User Needs for Library Automation." Following this, Sherry Martin spoke on the subject of library systems analysis. Ms. Martin, former librarian at the DTNSRDC Annapolis Laboratory, is the computer systems analyst who designed the DTNSRDC library's automated system. Ms. Martin then introduced Kenneth F. Szczesny of Battelle, who described BASIS, the generalized computer software package which forms the base of the DTNSRDC system. This concluded the morning technical session.

The afternoon session began with a continuation of Ms. Martin's presentation on library systems analysis, emphasizing the design and development of the system. Norma Dobay, Head, Cataloging Unit, concluded the session with a description of the database input.

The second day of the workshop began with Dr. Dankewych's introduction of James Riley, Head, Federal Library Committee, and John Cummings, Head, Naval Academy Library. The technical session began with a detailed description of the automated circulation system by Alvetta Smythe, librarian at the Annapolis Laboratory, and Margaret Bowman, Aero librarian. Ms. Martin then discussed reports generation, a byproduct of the system. She then, at Dr. Dankewych's request, presented a proposal to use the DTNSRDC automated data base as a basis for a shared Navy system. She also suggested the possibility that this could be put on the NALCON computer network. The proposal was to be discussed in the business meeting. The session continued with a talk by JoAnne Lappin, Head, Reference Unit, on the automated information retrieval features of the system. A film entitled "Research to Reality" describing the work done at DTNSRDC concluded the morning session.

A luncheon meeting was held at the DTNSRDC cafeteria. Seated at the head table were Myrtle Rhodes, Dr. Dankewych, Stanley Kalkus, Director of Navy Libraries, Richard Barrows, Head, Navy Judge Advocate General Library, Marshall Hughes, Head, Naval Surface Weapons Center Libraries, and James P. Riley.

Mr. Kalkus spoke on the feasibility of a union list of Navy periodicals, indicating his feeling that one was not needed for the Washington-Baltimore area because other such lists existed; however, he felt that a need existed for one for all major Navy libraries. Sigma Data Corp. has provided an estimate of \$30,000 to \$40,000 to prepare such a union list. He asked for opinions on the worth of such a project. Meanwhile, the Naval Research Laboratory will continue to maintain and possibly expand the experimental list in which six libraries presently participate.

In about a year, the Navy Department Library is expected to move into a renovated historical building at the Navy Yard. At that time the Naval Historical Foundation Library will be merged into the Navy Department Library. Mr. Kalkus hopes to host the CONSATL meeting in FY 1982.

Frances Chang, Office of Naval Research Library, raised the question of networking rather than a union list. Dr. Dankewych said that was not feasible at this stage, that too much planning would be involved for a successful tradeoff. Peter Imhof suggested that some positive discussion be held on the feasibility of the various Navy libraries maintaining certain areas of responsibility in journal holdings.

Mr. Riley said that networking was a popular subject in the Federal Library Committee. He cited the example of NOAA, which has out an RFP to develop a network of minicomputers for all NOAA libraries. He also described an online interlinked system between OCLC and GPO, the purpose of which is to establish a Federal bibliographic data base for unclassified Federal publications under their purview. This is presently in the negotiation stage.

Following the luncheon meeting and a group photograph, CONSATL members convened for the business meeting, with Myrtle Rhodes presiding. Following self introductions, Earl LaFon led a discussion on contracting out library services. The discussion revolved around the impact of OMB Circular A-76, which states that reference services are to be examined to see if it is cheaper to contract them out. The Commercial Industrial Inventory (Category T82003 -- Administrative Support Services), in which reference libraries are listed, requires all libraries to respond to the feasibility of retention in the Government or being contracted out.

Mr. LaFon attended a meeting earlier in the year which resulted in a decision to prepare a position paper on the effect of A-76 and handcarry it to the Director of Navy Laboratories. Several arguments against contracting out were advanced. Among them were the possibility of exemption if Navy libraries can prove that they are part of R and D, which is exempt; the presence of sensitive and classified information, to which contractors are not privy; and arguments related to the loss of continuity with contractors, high turnover, short range interests, and the possibility of low quality contractors; the contention that reference services are personal services; and the possibility of compromise of the contracting or bid process itself.

Dr. Hughes placed emphasis on the cost effectiveness of the operation, that it is best done in-house. He mentioned that NSWC was the first library to be reviewed for contracting out. He said that there were two processes in A-76 - review (in which a circumstance code is assigned to see if the library should be studied) and study (in which the cost comparison is performed). He stated that a prime candidate for contracting out is a general library with a budget under \$100,000 if no incumbent civil servant is operating it. He cited Section 806 of the Appropriations Act of 1979, which says that RDT and E cannot be contracted out, and Section 802, which says that a civil servant's job cannot be contracted out.

Mr. Riley said that the Federal Library Committee began meeting in January 1980 on the need to have a united position on contracting out. A proposal to have a contractor do a study was felt infeasible, so they plan to ask John Lorenz to conduct a cost comparison study, as is being done by the Commerce Department.

Pearl Robinson suggested that CONSATL prepare a single position paper for all Navy Libraries and take it to Perry Newton's office. Dr. Hughes said that each activity must submit its own even though all might have a single position. A discussion followed concerning coordination of such a position paper.

Ms. Robinson moved to have CONSATL prepare and send a point paper via the Director of Navy Libraries to CNO with a copy to Perry Newton. Lois Savage seconded the motion, which was passed. Mr. Imhof will coordinate the paper. Dr. Hughes will work with Mr. Imhof and Mr. LaFon will assist as needed. The deadline for input to Mr. Imhof is 9 May 1980.

Bonnie Davis suggested that Mr. Imhof serve as a "hotline" for information related to the subject. It was agreed that Mr. Imhof (AV 297-2357, comm. (202) 767-2357) or any of the others with expertise in the area be contacted when necessary. Other DoD contacts are Ginger Olmdahl (Army) and Eleanor Driscoll (Air Force). Dr.

Hughes stressed that in the contract the level of requirement to operate properly must be spelled out clearly. In the Navy interpretation, the contracting officer is likely to be the procurement officer and the contracting officer's technical officer will probably be the librarian. In order to distinguish Navy-operated from contractor-operated libraries, Mr. Kalkus will send out his updated list of Navy libraries, which contains no contractor-run libraries, first to Mr. Imhof and subsequently to all CONSATL members.

Because this workshop and meeting concerned itself so heavily with the subject of contracting out, Dr. Dankewych raised the question of whether or not to invite contractors to the meeting. Mr. Barrows, a CONSATL legal advisor said that contractors should be invited to the workshop but not to the business meeting.

Mary Barravecchia moved to amend the charter to say that only Government employee members with the right to vote be present at planning meetings. Mr. Barrows seconded the motion. After discussion, Ms. Barravecchia amended her motion to state that it should be reviewed overnight by Mr. Barrows for proper syntax and legality.

Ms. Robinson moved to adjourn the meeting until the following morning. Mr. LaFon seconded the motion and it was passed.

The final part of the business meeting was convened on 23 April 1980 at 0800; Myrtle Rhodes, presiding. The minutes of the 37th meeting were passed on a motion by Sue Roach. The minutes of the 36th meeting were passed on a motion by Pearl Robinson and a second by Earl LaFon.

Mr. Barrows reported on his review of the bylaws and suggested the following amendment, which is a replacement of the present Chapter II.A.:

"The Agency Representative to the Council shall be the Agency Employee responsible for the library operation or his or her designee who must be employed by the Agency. Only such representatives shall be permitted to attend a business meeting."

The motion was passed on a move by Gerald Coble and a second by Pearl Robinson.

Ms. Robinson reported that, because it was Navy's turn to host the Military Librarians Workshop, it would be held at the Naval Postgraduate School, Monterey, CA, 14-17 October 1980. Each service may send 40 representatives. Workshop committee members and those making presentations are not counted against each service's complement. The host agency is responsible for sending out the invitations.

AD-A099 716

DAVID W TAYLOR NAVAL SHIP RESEARCH AND DEVELOPMENT CE--ETC F/G 5/2
NAVY LIBRARIES' INFORMATION STORAGE AND RETRIEVAL SYSTEM. PROCE--ETC(U)
APR 81 M DANKEWYCH

UNCLASSIFIED

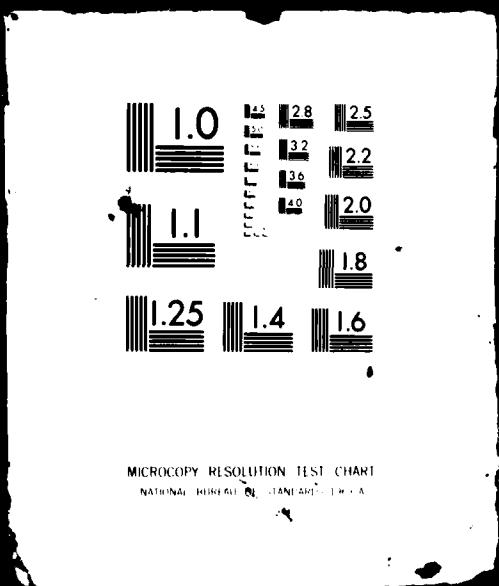
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Earl LaFon reported that on 1 March 1980 eleven West Coast librarians met at the Naval Postgraduate School and decided to form their own group.

Stan Kalkus indicated that there was nothing new to report on the White House Conference.

Pete Imhof said that the SHORSTAMPS program was still bottled up, to the best of his knowledge. Gerry Coble thought that they were about ready to go out with a letter to the activities with guidelines on staffing based on last year's survey.

Ms. Rhodes opened the floor to discussion on Dr. Dankewych's networking proposal. Dr. Dankewych requested that his ad hoc committee on networking be disbanded and a formal committee be established in its stead. The purpose of the committee would be to discuss the possibility of using DTNSRDC's system for a Navy network. Any library joining the system could call DTNSRDC for assistance. Successful results should be presented to Perry Newton to show him how Navy libraries are implementing and sharing technology. Mr. Imhof suggested that the DTNSRDC system could be the basis of a union list of periodicals. It was suggested that Dr. Dankewych meet with the Long Range Planning Committee at MLA in October.

Dr. Hughes made a motion to establish a CONSATL committee to study the feasibility of a Navy network, that Dr. Dankewych chair the committee, and that any interested CONSATL member join the committee. It was seconded by Mr. Imhof and passed. Other committee members are Marshall Hughes, Frances Chang, Peter Imhof, Earl LaFon, Mary Barravecchia, and John Cummings.

Ruth Rogers, librarian of the Naval Aerospace Medical Research Laboratory in Pensacola, FL, will host the meeting next spring.

The meeting continued with reports from standing committees.

ADP and Advanced Processes: Peter Imhof said that there was a microprocessor in Perry Newton's office. It can do minor tasks only but is good for increasing productivity. The NRL has a COM union list but the problem is that participants must input in machine readable form, which introduces computer problems. Alternatives to be considered are to forget about a union list altogether, to continue the present method, to contract it out, or to use DTNSRDC's BASIS as an on-line union list. He stressed that agreements to share resources must be formal. He suggested centralized acquisitions and processing as a possibility for resource sharing. The new Networking Committee was tasked to investigate library responsibilities for certain journal holdings.

History and Archives: John Cummings reported that he had taken custody of the archival material. It was decided that CONSATL archives will be maintained at the Naval Academy for the foreseeable future. Records will be organized, attempts will be made to fill in gaps, and the chair will be kept advised of the outline of the contents. Archival material should be sent to John P. Cummings, Associate Director, Nimitz Library. U. S. Naval Academy, Annapolis, MD 21402.

Long Range Planning: Pearl Robinson and Earl LaFon said that CONSATL should play a key role in finding ways to present a different image to management and also in information management itself. Ms. Robinson suggested looking into contracting, automation, and resource sharing. Mr. LaFon suggested restructuring CONSATL, reactivating the program committee, and having an active West Coast group separate from the East Coast group.

Lois Savage moved to amend the charter to lengthen the terms of the chairperson and secretary to two years beginning with the new incumbents. The motion was seconded by Dick Barrows and passed.

After some discussion, it was agreed that the West Coast group would operate independently throughout the year but remain under the "umbrella" of the formal CONSATL organization.

Bonnie Davis moved to establish a Program Planning Committee whose membership would vary from year to year. The purpose of the committee is to make long range plans for meetings and workshops. The Long Range Planning Committee will automatically be members of this committee. The motion was seconded by Sue Roach and passed.

The Long Range Planning Committee (Pearl Robinson and Earl LaFon) will take on the responsibility of the newsletter. The suggested next issue date is 15 June. Input is due to either member by 1 June. The committee will determine the frequency of issue.

Peter Imhof said that no interest has been displayed in the surplus journal list. It was decided to let the list drop.

Membership: Stan Kalkus reported that no current membership list exists. He said that Frances Rugen is to mail a copy of the list she has been updating to Myrtle Rhodes. Mr. Kalkus's roster of Navy librarians lists contract monitors but not contract librarians. Myrtle Rhodes raised the issue of proper identification of contractors at future CONSATL meetings and their access to the workshop proceedings. Bonnie Davis suggested issuing the minutes of the business meeting as a supplement to the workshop proceedings. Lois Savage suggested that the designation "Member" be put on badges issued to workshop attendees who are CONSATL members.

Microforms: Lois Savage and Carol Jacobson proposed disbanding the committee because both felt it had served its useful purpose. Nannette Pope moved to disband the committee and use other resources to pass on pertinent information. It was seconded by Marshall Hughes and passed.

Myrtle Rhodes reminded members that the publication "How to Find It" is presently being updated. Anyone with input is encouraged to submit it promptly to the contractor, the Institute for Defense Analyses (IDA), telephone (703)558-1456.

Procurement: Gerry Coble reported on GSA FSC 76, Part 1, which describes multiple award schedules for publications. His information is that all new schedules will be multiple award schedules. Background information may be found in the minutes of the 36th CONSATL meeting, held at CNETS, Pensacola, FL, 17-19 April 1979. Peter Imhof reported that NRL will be trained on OCLC procurement procedures in June and October of this year. Mr. Coble said that Key Book has a cataloging service at \$0.40/book but that he has experienced long delays in getting cards. He also said that he had experienced supply problems on the Navy mandatory periodicals contract. Preparation of a directive on this subject should be discussed by NAVMAT libraries only. Earl LaFon will work on a draft directive.

Liaison to Federal Library Committee: Stan Kalkus will ask FLC to put all Navy libraries on distribution for the FLC Newsletter. He said that it is important for Navy FLC members either to attend FLC meetings or send him their vote proxies.

He also stated that a new Navy library recently opened at the Naval Weapons Station, Seal Beach, CA. An interesting note is that the Navy facility at Keyport, WA, has its librarian in the engineering series. The 1410 standards are still being worked on. There should be more information by the time MLW meets in Monterey in October.

Training: Bonnie Davis reported that the Acquisitions module of the home study training program should be out by December. Mary Jane Brewster should have the Cataloging module ready early next spring. November is the projected time for a list of courses available on cassette. She is still looking for someone to prepare the Reference module. Volunteers should call her at AV 364-4738 or (301)743-4738.

Statistics: Mary Barravecchia, reporting for David Hanna, agreed that there was a need for some new types of statistics. The committee will send out a questionnaire asking for same.

Alice Cranor reported that CONSATL funds, as of 31 March 1980, total \$462.33.

Myrtle Rhodes introduced Alice Cranor, Naval Intelligence Support Center, the incoming chairperson, and Bonnie Davis, Naval Explosive Ordnance Disposal Facility, the incoming secretary. Both will serve for two years.

After a final farewell by Clare Bias, the meeting was adjourned.

Respectfully submitted,



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